



GA Meeting - Fall 2025 - Dec 8
 University of Lethbridge Students' Union
 SU-180
 2025-12-08 17:00 - 21:00 MST

Table of Contents

1. Call to Order

2. Land Acknowledgement

Oki and welcome to this meeting of the ULSU General Assembly. Our University’s Blackfoot name is Iniskim, meaning Sacred Buffalo Stone. The University is located in traditional Blackfoot Confederacy territory. We honour the Blackfoot people and their traditional ways of knowing and caring for this land, as well as all Indigenous peoples who have helped shape and continue to strengthen our university community.

3. Approval of the Agenda

BIMT the General Assembly approve the meeting agenda for December 8th, 2025.

4. Approval of Minutes

Minutes will be updated for first meeting of the GA in 2026.

5. Chair Remarks

5.1. Status of GA Reports.....4

GA Reports as of 12pm on December 8th.pdf.....4

6. Presentations to Council

6.1. Presentation from Alberta Students' Executives Council

6.2. Provincial Advocacy Presentation

7. Executive Accountability Committee Report [POST-AGENDA]

BIMT The General Assembly move in-camera.

8. Reports

8.1. VP Operations & Finance.....5

Moyosoreoluwa Nov 2025.pdf.....5

8.1.1. Budget Update.....7

Budget update 2025-26.xlsx.....7

8.2. VP Student Life

8.3. VP Academic.....20

Kimoya November 2025.pdf.....20

8.4. VP External	
8.5. President	
8.6. Calgary Campus Rep	
8.7. Arts & Science Reps.....	21
Brannon_November_2025.pdf.....	21
EMI_NOVEMBER_2025.pdf.....	24
Kate_Nov_2025.pdf.....	26
Nnenna Nov 2025.pdf.....	29
RYLEEWEVERS_NOV_2025.docx.pdf.....	32
Orion_November_2025.pdf.....	39
8.8. Fine Arts Rep.....	41
KAVINDUSUMANASENA_NOV_2025.pdf.....	41
8.9. Health Sciences Rep.....	43
Niosha Council report_Nov.pdf.....	43
8.10. Education Rep.....	45
Marla_Novmber_2025.pdf.....	45
8.11. Dhillon School of Business Reps	
8.12. Indigenous Rep.....	47
Lauryn_ReportNovember 2025-2.pdf.....	47
8.13. International Rep.....	49
Yash Nov 2025.pdf.....	49
8.14. Residence Rep.....	51
NATASHA MATEMERA NOVEMBER 2025.pdf.....	51
8.15. First Year Rep.....	54
KEIARA_REPORTNOV_2025.pdf.....	54
8.16. Executive Council Meeting Summary	
Note: EC minutes not approved yet for November, due to timing of reading week and business travel. Will be updated for first GA meeting of 2026.	

9. Items for Action: ULSU Business

9.1. Exceptional Fee Increase for Pre-engineering Program [POST AGENDA].....	57
BIMT the General Assembly sign off on a letter of support requesting an Exceptional Fee Increase for the Pre-engineering program.	

- Please see pages 10-11 of AE Alberta Tuition Framework for further details about this process

Exceptional Fee Increase proposal for pre-engineering.pdf.....	57
Pre-Engineering Transfer Program Exceptional Tuition Fee proposal.pdf.....	59
9.2. ULSU Audit Updates.....	60
BIMT the General Assembly ratify the 2023-2024 Audit	
TO BE SIGNED - Statement of Financial Position..pdf.....	60
2024-04-30 U of L Students' Union - 360 AFR.pdf.....	61
TO BE SIGNED - 2025-12-08 U of L Students' Union - MRL.pdf.....	95

10. Items for Action: Clubs, Groups, Individuals

11. Items for Information

11.1. Drafting a stance for the ULSU on Labour Solidarity with Alberta Teachers

11.2. Standing Update re: Food Kiosk

12. Advocacy Updates

13. In-Camera

Reminder: Any business discussed while in-camera is privileged and confidential. Any discussion will not be recorded, however motions made in-camera will be noted. If you are attending virtually, please ensure you are in a private location or that you are using a headset that ensures privacy and confidentiality are maintained. No business discussed in-camera is to be discussed once the motion is passed to move ex-camera.

14. Other Business

15. Next Meeting

The next meeting of the General Assembly is TBD:

<https://app.smartsheet.com/b/form/fbd4d48dfa7f4808b879f19b69fe2c2c>

Please submit your details for availability by December 10th so that we can get our meetings set for the Winter 2026 semester ASAP.

16. Adjournment

BIMT the General Assembly adjourn the meeting for December 8th, 2025.

Fall 2025 Semester

Fall GA Reports Submitted

Sept GA Reports	10/12
Oct GA Reports	15/16
Nov GA Reports	13/16
Dec GA Reports	0/16

22
of GA Fall Reports Outstanding

23
of GA Fall Reports on Time

GA Fall 2025 Hour Total

1009.92
GA Reps Hours Reported

Fall EC Reports Submitted

Sept EC Reports	5/5
Oct EC Reports	5/5
Nov EC Reports	2/5
Dec EC Reports	0/5

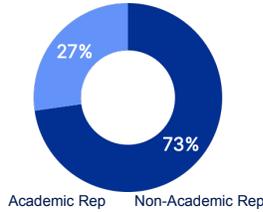
3
of EC Fall Reports Outstanding

3
of EC Fall Reports on Time

EC Fall 2025 Hour Total

2062.5
EC Hours Reported

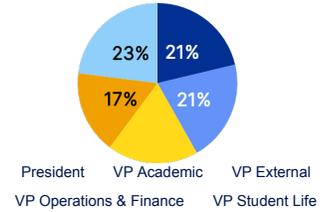
Reported Fall Hours by Type of GA Rep



EC & GA Hours Reported by Month



Reported Fall AVG Hours by EC Role



Fall 2025 GA Reports Submitted

Name	Position Type	Number of Hours Worked
Reporting Month September		
Brannon Sumner	Arts and Sciences Rep	23.0
Clay Bryden	Dhillon School of Business Rep	25
Emi Mundell	Arts and Sciences Rep	17.5
Kate Brown	Arts and Sciences Rep	21.5
Khushpreet	Calgary Campus Rep	30.0
Niosha Attarifard	Health Sciences Rep	15.5
Nnenna Agidi	Arts and Sciences Rep	19.5
Orion Legg	Arts and Sciences Rep	28.0
Rylee Wevers	Arts and Sciences Rep	34.0
Yash Dixit	International Rep	16.0
Reporting Month October		
Brannon Sumner	Arts and Sciences Rep	17.5
Clay	Dhillon School of Business Rep	41
Kate Brown	Arts and Sciences Rep	26.25
Kavindu Sumanasena	Fine Arts Rep	48
Keiara Lewis	First Year Rep	34.92
Khushpreet	Calgary Campus Rep	30
Lauryn Morris	Indigenous Rep	22
Marla Pasolli	Education Rep	30
Natasha Matemera	Residence Rep	19.5
Niosha Attarifard	Health Sciences Rep	11.50
Nnenna Agidi	Arts and Sciences Rep	22.5
Nnenna Agidi	Arts and Sciences Rep	22.5
Orion Legg	Arts and Sciences Rep	25.5
Rylee Wevers	Arts and Sciences Rep	38.25
Yash Dixit	International Rep	25
Reporting Month November		
Brannon Sumner	Arts and Sciences Rep	38.00
Emi Mundell	Arts and Sciences Rep	20
Kate Brown	Arts and Sciences Rep	23.25
Kavindu Sumanasena	Fine Arts Rep	21.5
Keiara Lewis	First Year Rep	61.5
Lauryn Morris	Indigenous Rep	16.5
Marla Pasolli	Education Rep	29
Natasha Matemera	Residence Rep	13.5
Niosha Attarifard	Health Sciences Rep	13.75
nnenna agidi	Arts and Sciences Rep	21
Orion Legg	Arts and Sciences Rep	30.25

Fall 2025 EC Reports Submitted

Name	Position Type	Number of Hours Worked
Reporting Month September		
Alejandro Figueroa	President	180
Bradley Pike	VP External	140.0
Jessica Sumbera	VP Student Life	200.0
Kimoya Edwards	VP Academic	200.0
Moyosoreoluwa Oladoye	VP Operations & Finance	165.0
Reporting Month October		
Alejandro Figueroa	President	190
Bradley Pike	VP External	180
Jessica Sumbera	VP Student Life	200.0
Kimoya Edwards	VP Academic	205
Moyosoreoluwa Oladoye	VP Operations & Finance	170
Reporting Month November		
Kimoya Edwards	VP Academic	130.0
Moyosoreoluwa Oladoye	VP Operations & Finance	102.5



Moyosoreoluwa . O	VP Operations & Finance	November 2025	102.5 hours contributed
--------------------------	------------------------------------	----------------------	--------------------------------

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown <i>(Meetings, events and activities that I've attended in my role, with an hours breakdown)</i>	<ul style="list-style-type: none"> Office Hours: 84 Hours Meetings & Tablings: 18.5
Highlights and Reflection on monthly activity <i>(Information of note, what went well, what did not)</i>	<ul style="list-style-type: none"> November was a month that involved dealing with regular day-to-day tasks in the office as well as meetings and tablings. I attended GFC on November 3rd, and on November 6th, I had a meeting with our ULSU GM, Cheri, Shelly and our external stakeholders from Student VIP to discuss our health plan year-end review, then I had a meeting with Ben Kwan to talk about the Endowment process and means for student funding. The following week was reading week, however, I took a few meetings online and came in person to work with Jodine, a student mentor from the SEARS office for preparation for NSO 2026 that will be fully virtual. On November 17, I was able to meet with Karen Reid, the newly appointed Board Chair, and just connect as I sit on the Board and GFC, and on that same day, I was able to attend the International Education Week Opening Ceremony in Uhall. Had recurring EC in November Attended the FSP Steering Committee On November 20, I worked with Nanda from the Library to volunteer at Living Library On November 21, I attended the Arts & Science Council Meeting as well as the Exceptional Tuition Fee Increase meeting On November 24, I helped table in Science Commons for the Harm Reduction Week for an hour, then attended the Laughter Yoga put together for Revival Week, as well as attended the GA meeting that same day. Then on November 26, I had an interview with our GM and President.
Projects in Progress <i>(Projects that I am currently working on, who I am working with, what resources do I require?)</i>	<ul style="list-style-type: none"> Legislative Review Committee (LRC) GFC Meeting Board Meeting

Completed Projects

(Projects that I have completed, what went well, what did not, and why)

- Student Assistance Grants

Challenges I've encountered:

(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).

- Dealing with finals as well as office duties

Goals I've accomplished this month:

(kept up with regular duties &/or accomplished additional goals)

- Kept up with regular office duties, as well as making connections with stakeholders necessary to this position

MOVING FORWARD

Current or upcoming tasks:

(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).

- Legislative Review Committee (LRC)

Goals for next month:

(What I would like to accomplish next month as a ULSU representative)

- To successfully show up for the various meetings ahead of me.

2025-2026 COUNCIL BUDGET UPDATES

Starting Funds

TRAVEL & CONFERENCE / PER DEIM \$ **45,000.00**

CLUB FUNDING / CLUB START UP GRANT \$ **10,000.00**

STUDENT ASSISTANCE TRAVEL GRANT \$ **10,000.00**

STUDENT ASSISTANCE EMERGENCY GRANT \$ **15,000.00**

COUNCIL EVENTS \$ **26,500.00**

SPECIAL FUNDING \$ **30,000.00**

QUALITY INITIATIVES PROGRAMMING

CAPITAL REPLACEMENT FUND

TOTAL REMAINING

TOTAL REMAINING WITHOUT QIP & CRF

QIP \$ **55,140.00**

Council Events \$ **9,181.80**

Student Assistance Travel Total- \$ **6,476.25**

Club Funding total- \$ **2,425.00**

Special Funding Total- \$ **13,144.75**

Student Emergency Assistance Total- \$ **7,385.00**

REMAINING

Council Events \$ **17,318.20**

Student Assistance Travel Total-	\$	3,523.75
Club Funding total-	\$	7,575.00
Special Funding Total-	\$	16,855.25
Student Emergency Assistance Total-	\$	7,615.00



Mo



\$ 250.00 \$ 275.00 \$ 275.00

\$ 1,500.00 \$ 1,550.00 \$ 300.00

\$ 750.00 \$ 500.00 \$ 500.00 \$ 800.00

\$ 359.00

\$ 2,846.00 \$ 350.00

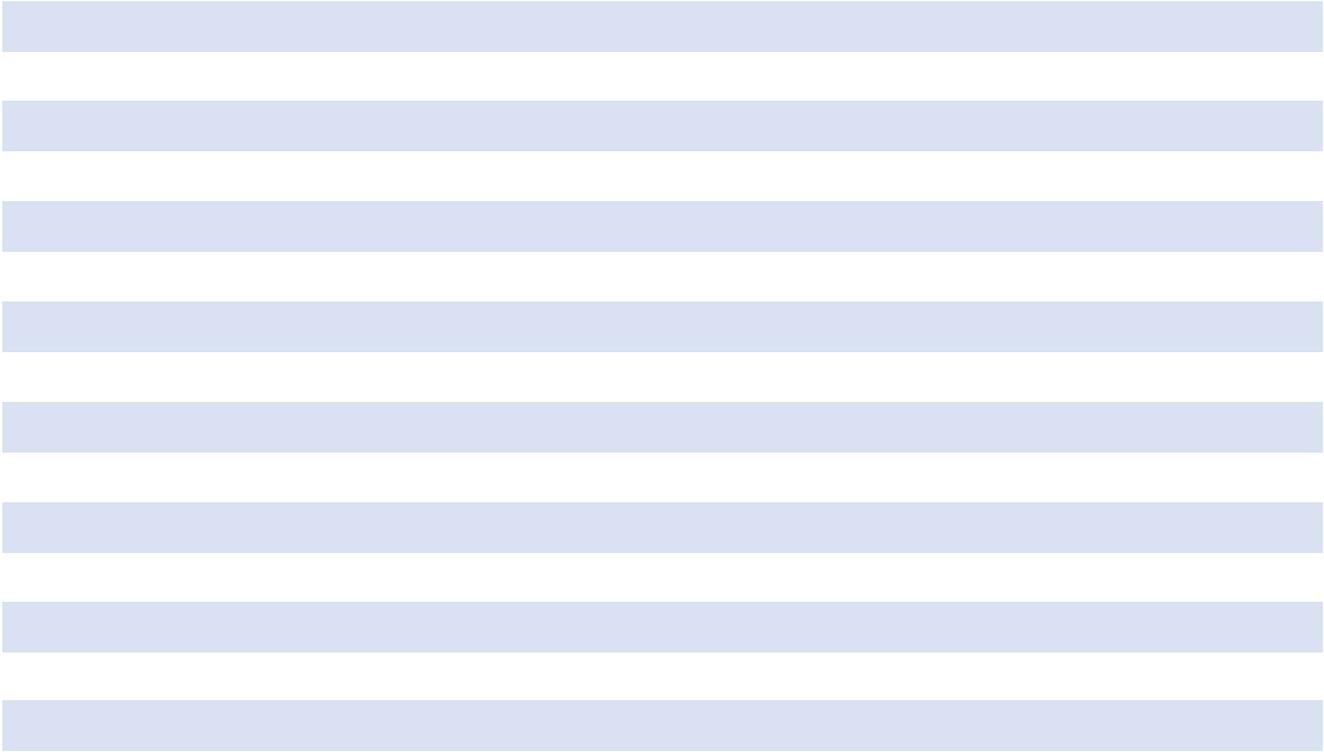
\$ 52,640.00

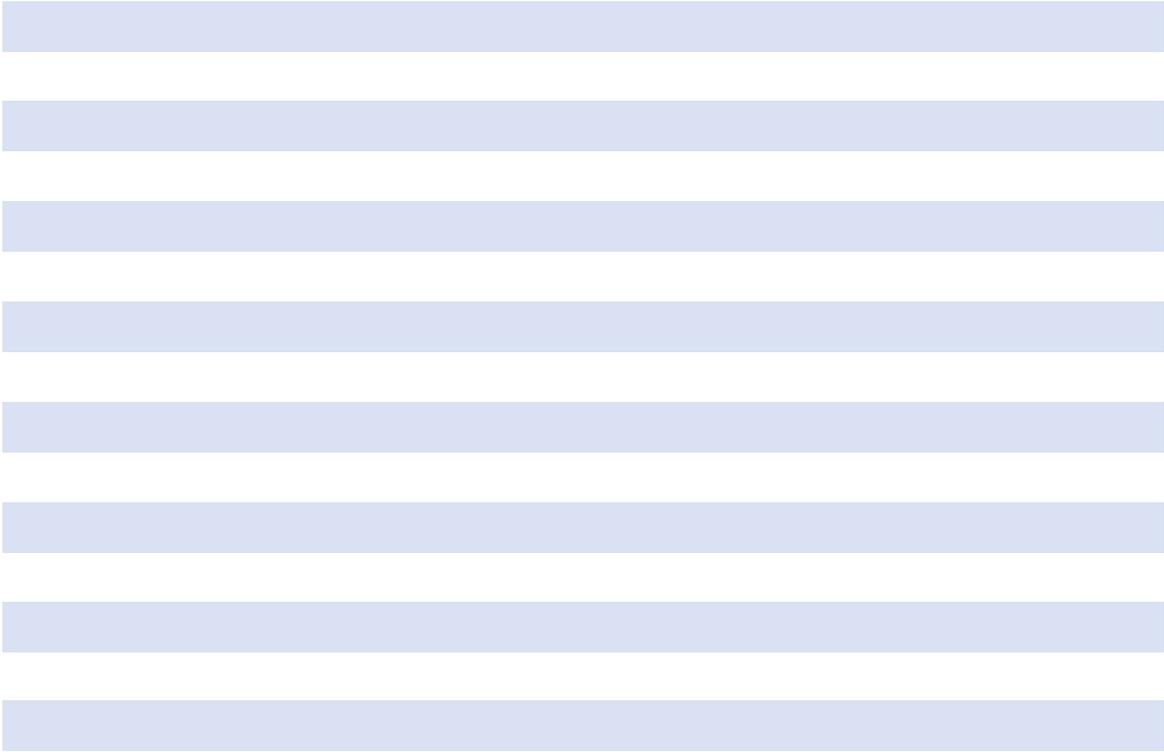
\$ 37,725.00

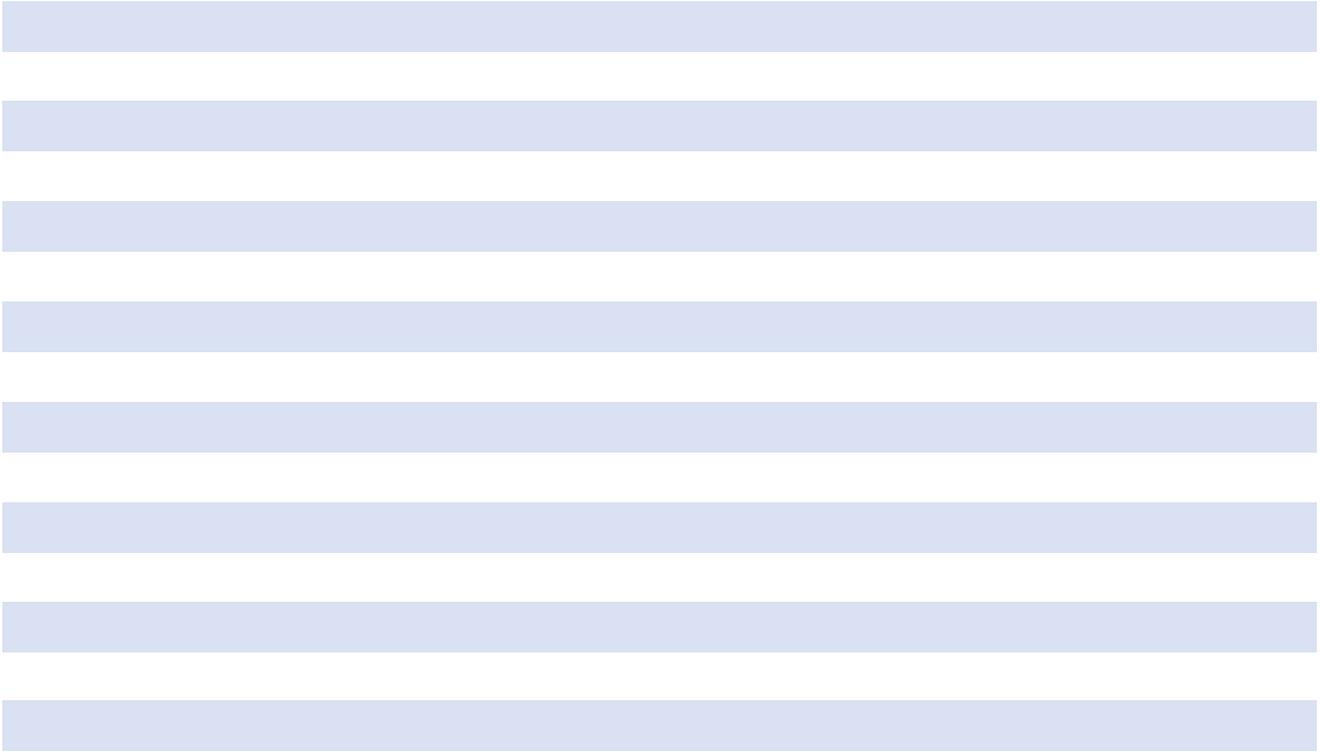


onies Approved (per month)

\$	550.00	\$	275.00
\$	1,950.00	\$	1,101.25
\$	2,100.00	\$	2,735.00
\$	8,222.80	\$	600.00
\$	8,153.55	\$	300.00
		\$	1,495.20
		\$	2,500.00









	Projected Remaining Funds	Actual Remaining Funds
	\$ 45,000.00	

Weekly Overview

Week 1: 36.5hrs. This week involved a collaboration with the Student Success Centre and a couple faculty clubs where we had two study block nights and a midnight breakfast that had lots of student engagement. Had several booked GA check-ins which went great, attended several meetings like the campus labor council (ULFA), General Faculties Council, GA Forum, etc.

Week 2: 19.5hrs. This was reading break so office was not supposed to be in the office. However, I had a GA check in, met with Martha from ABC and the SA bikers, grade appeal, and being in the office from time to time to discuss and plan for Revival Week.

Week 3: 32hrs. This week involved but not limited to maintaining office hours, Athletic & Recreation Services meeting, Academic Standard committee, FLAR, SENATE volunteer, clubs council, liberal education and Arts & Science meetings. Continuous planning for Revival Week and meeting with students for grade appeals.

Week 4: 42hrs. Mentionable for this week was tabling for Harm Reduction Week, laughter yoga in the zoo ballrooms, Bubble Wrap Dance Off in the ballroom, EC meetings, Coffee & Color in the UHALL, EC and several GFC subcommittee meetings, GA check-ins, Arts & Science Trivia Night set-up and takedown, General Assembly, CAUS, OER Advocacy groups, Pool Noodle fight, dirty bingo, faculty meetings and grade appeals.

Metric	Value
Professional Growth	In this month, I see my biggest growth coming from my ability to bounce back from failures. Had couple events that didnt have the turnout I had hoped but instead of stopping there, I found the strength to do more and come back with more bounce to regain the momentum.
Professional Insights	It's okay to say no at times and to set your boundaries that you are not willing to cross.
Professional Highlights	Was able to continue my collaboration with multiple organizations on campus for various initiatives. Provided successful advice to various students in regards to grade appeals and had successful appeal decisions.

Metric	Value
Reflection	This month was a lot and went by in a blur. Definitely need to learn to set boundaries and to not say YES to everything as a burned out VPA is not an effective VPA.
Projects Accomplished	<ul style="list-style-type: none"> Revival Week Mental Health Initiatives FLARE Working groups
Challenges	<p>The most challenging part of this month was balancing my responsibilities as VPA with my own academic workload. Navigating both roles at once required a lot of multitasking, and at times it was difficult to give each responsibility the full attention it deserved.</p> <p>Another major challenge was not having enough time to focus on internal tasks such as transition documents, committee materials, and other ongoing administrative work. With numerous events to plan, prepare for, and attend, a significant portion of my workday was devoted to external commitments, leaving limited time to address internal priorities.</p>
Hours contributed	130

Month Highlights

- Had lots of success with FLARE (donors, volunteers and group members secured)
- Did several Faculty General Assembly members Check In
- Men's Mental Health Initiatives
- Various Mental Health Initiatives like revival week, midnight breakfast, etc.
- General Assembly Forum, regular meeting and upcoming transition.

Next Month Goals

- Men's Mental Health Collage Set-Up
- General Assembly Retreat planning & Schedule
- Formalize transition documents
- Plan Spring 2026 VPA initiatives
- Establish FLARE groups and more seamless process





Name	Position	Date	Hours
Brannon Sumner	Arts & Science Representative	Nov, 2025	38

LOOKING BACK

Hours Breakdown

Governance – 21 Hrs

Nov 3rd, General Assembly Forum Meeting. 2hrs.

Nov 17th & 25th, Arts and Science Representative Meetings. 1hr & 3hr.

Nov 21st, Arts and Science Council Meeting. 1hr.

Nov 24th, General Assembly Meeting. 4hrs.

Nov 26th ULSU Retreat Planning Meeting. 3hrs.

Nov 30th Executive Accountability Committee meeting. 7hrs.

Arts and Science Trivia Night – 17 Hrs

Local business outreach and prize logistics: Contacted various local businesses with personalized messages, coordinating prize pickups. Estimated 2 hours.

Nov 17th, developed survey for question submission. 1hr.

Nov 24th, audio check with Rylee in the Zoo ballrooms. 1hr.

Nov 24th, trivia question developments, game troubleshooting, graphic design, playlist development, and made gameplay documentation for volunteers. Estimated 7hrs.

Nov 26th, Trivia Night. Coordinated volunteers during setup and throughout the night, ran audio visual media and trivia games. 6hrs.

Highlights and Reflection on monthly activity

Arts and Science Trivia Night

With over 150 students and 8–10 faculty members in attendance, and excellent retention throughout, I am incredibly proud of how the event turned out. It also served as an opportunity to strengthen student connection to the broader community through an extensive sponsorship network. Confirmed contributions included prizes from Coffee Co., Zenith Massage, The Colosseum, Firestone, Analog Books, the U of L Bookstore, CKXU, RBC, Purple Hippo Boutique, The Green Grotto, Coulee Climbing, Founders Café, Fuel Lifestyle, and The Great Escape. These partnerships resulted in an impressive prize pool and significantly deepened our community relationships.

We also broadened student engagement by diversifying the content of the event. Students contributed several trivia questions, we incorporated more art-focused material, added *Guess That Song* segments, and featured a live musical performance from the Fine Arts Department, coordinated with the help of Kavindu, the Fine Arts Representative.

FLARE

Following our recent presentation, the Dean's Advisory Council approved partial funding, and we are now awaiting final confirmation from Dean Letts regarding the amount and allocation. Faculty engagement has expanded substantially, with six confirmed faculty reviewers and/or Working Group members representing Fine Arts, Natural Sciences, Social Sciences, Humanities, and Education. Their diverse expertise, including music, chemistry, biochemistry, mathematics, computer science, psychology, philosophy, education, and counselling psychology, significantly strengthens our capacity to deliver rigorous, discipline-appropriate peer review.

Undergraduate involvement has also grown rapidly. We now have 21 confirmed student applicants across the Editorial, Outreach, Technical, and Finance teams. Applicants consistently expressed enthusiasm for gaining research experience and emphasized that FLARE fills a long-standing need for interdisciplinary undergraduate scholarship, mentorship, and academic belonging.

To support this momentum, we have scheduled a meeting with the five new Technical Team members on December 15, and a separate meeting with the Faculty Working Group on December 8 to begin developing the undergraduate review rubric and to plan the peer-review onboarding sequence.

With funding underway, faculty support expanding, and student team positions nearly filled, FLARE is entering its final development phase and remains on track for its January 2026 launch.

Projects in Progress

Fostering Liberal Arts Research Excellence (FLARE) Undergraduate Research Symposium & Journal.

Completed Projects

Arts and Science Meet the Representatives Tabling Event.

Arts and Science Trivia Night Event.

MOVING FORWARD

Current or upcoming tasks:

Undergraduate Research Symposium & Journal

- Continue work on front end website for the symposium and journal.
- Have the first technical team meeting on Dec 15th.

Document student obtained feedback for Arts and Science Trivia night and outline priorities for the event next semester.

Important dates/deadlines:



COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

Emi Mundell

Arts and Science Rep

November/2025

19 hours

HOUR BREAKDOWN

External Meetings: 30 mins

- AS Executive Meeting (30 mins)

Internal Meetings: 8.5 hours

- General Assembly Forum Meeting #2 (2 hours)
- Arts and Science Trivia Night Planning #1 (1.5 hours)
- Arts and Science Trivia Night Planning #2 (1.5 hours)
- Arts and Science Trivia Night Planning #3 (2 hours)
- Arts and Science Trivia Night Media (1.5 hours)

Events: 5 hours

- Arts and Science Trivia Night (5 hours)

Other: 6 hours

- Meeting Prep- Accumulative (1 hour)
- Trivia Night Print Out (2 hours)
- Trivia Night Sponsor Outreach (1 hour)
- ULSU Operations Manual Review/Legislative Review Committee Prep (2 hours)

LOOKING BACK

Goals I've accomplished:

- Arts and Science Trivia Night!
 - This event was an absolute success! As a team we were able pull off this incredible night with over 150 students in attendance. Along with this, we had two tables filled with faculty and sponsors! We were able to provide free wings and pop to all of the students while they listened to music brought to us by our Fine Arts Rep.
 - The night consisted of 3 games, Kahoot, Geoguessr, and Jeopardy. As for prizes, our team was able to secure over \$2000 dollars worth of donations including (but not limited to), gift cards, free fitness classes, and plants!

People I've worked with:

- This month was dedicated to Arts and Science Trivia Night
 - I worked very closely with the Arts and Science Representatives.
 - Our Fine Arts Rep, Kavindu, assisted with live music for the event.
 - Mason and Kayden (Communications) assisted with media.
 - Sean, from The Zoo, supported with wing and pop preparation, as well as venue assistance.

Challenges I've encountered:

- Lack of communication and transparency between all ULSU Parties.
 - Barriers between EC and GA. No consistent communication or updates. As a GA, I feel frequently unaware of what the ULSU is

	<p>actively doing and working on.</p> <ul style="list-style-type: none"> - As for EAC, I have struggled to find time to prepare and lead this committee efficiently, so I have taken a step back to allow Brannon and Rylee to spearhead this group.
How has my work impacted students in my constituency?	<ul style="list-style-type: none"> - With the Arts and Science Trivia Night being such a success, I am confident we were able to provide many undergraduate students a little relief prior to finals season!
Details on outcomes:	<ul style="list-style-type: none"> - Although November was a busy month for many students on campus, I felt all events had very successful outcomes and lots of active participation. This includes both the events I had the opportunity to attend, and those I unfortunately had to miss. - We had lots of feedback provided during the Arts and Science Trivia event which will be very beneficial as we start planning the next one in the Spring!
CURRENTLY and MOVING FORWARD	
Goals I'm pursuing:	<ul style="list-style-type: none"> - LRC <ul style="list-style-type: none"> - Completing an in-depth review of the ULSU Operations Manual to prepare for future LRC meetings. - EAC <ul style="list-style-type: none"> - Prepare for survey consolidation and report to present to GA.
Upcoming Activities:	<ul style="list-style-type: none"> - December GA Meeting - December Senate - Legislative Review Committee - Executive Accountability Committee
Important dates/deadlines:	<ul style="list-style-type: none"> - Submit EAC survey by Friday, Dec 5th. - Submit November Report.



COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

Name: Kate Brown	Position: Art & Sci Rep	Month/Year: 11/25	23.25 hours contributed
----------------------------	-----------------------------------	-----------------------------	-------------------------

THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown

(Meetings, events and activities that I've attended in my role, with an hours breakdown)

November 6th: Art & Science Rep Meeting (1 hr)

- Met with other Art & Sci Reps and continued planning on Art and Science Trivia Night

November 7th: Reached out for donations (1 hr)

- Sent out emails to local businesses for prize donations for Art and Science Trivia Night

November 16th: Art and Science Trivia Night Sign (4 hrs)

- Created a large poster board sign for Art and Science Trivia Night with 2 other Art Sci Reps

November 18th: Putting up Art and Science Trivia Night Posters (2.5 hrs)

- Put up posters in on campus to advertise Art and Science Trivia Night

November 24th: GA meeting (4 hrs)

- Virtually attended GA meeting

	<p>November 25th: Art & Science Meeting (1 hr)</p> <ul style="list-style-type: none"> - Met with other Art & Sciences Reps to organize roles and last-minute decisions before Art & Sci Trivia Night <p>November 26th: Art and Science Trivia Night (6 hrs)</p> <ul style="list-style-type: none"> - Helped set up and run Art and Sci Trivia Night - Also met with other GA members after to begin planning December retreat <p>November 30th: Executive Accountability Committee (EAC) meeting (2.25 hrs)</p> <ul style="list-style-type: none"> - Met with other members of EAC to create a survey for all GA members and staff to fill out. - Had to leave early due to prior conflicts
<p>Highlights and Reflection on monthly activity <i>(Information of note, what went well, what did not)</i></p>	<ul style="list-style-type: none"> - Art and Science Trivia Night went very smoothly and had 144 students in attendance - EAC was able to complete and send out survey to GA members -
<p>Projects in Progress <i>(Projects that I am currently working on, who I am working with, what resources do I require?)</i></p>	<ul style="list-style-type: none"> - Study room chocolate distribution - EAC presentation
<p>Completed Projects <i>(Projects that I have completed, what went well, what did not, and why)</i></p>	<p>Art and Science Trivia Night</p> <ul style="list-style-type: none"> - Took lots over planning but was worth it because it went very smoothly and was very successful
<p>Challenges I've encountered: <i>(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).</i></p>	<ul style="list-style-type: none"> - I had to push back chocolate distribution because of Trivia Night and my school schedule. - Hard to support students during exams when I also have exams
<p>Goals I've accomplished this month: <i>(kept up with regular duties &/or accomplished additional goals)</i></p>	<ul style="list-style-type: none"> - Kept up with regular duties - Art and Science Trivia Night was a success
MOVING FORWARD	
<p>Current or upcoming tasks: <i>(upcoming activities or tasks I will be participating in or spearheading, possible timeline)</i></p>	<ul style="list-style-type: none"> - Study room chocolate distribution will occur during finals, hopefully have everything completed in the first weekend of December and can distribute them during finals - Meeting with EAC first weekend in December to create presentation

of completion, who will I be working with).

Goals for next month:

(What I would like to accomplish next month as a ULSU representative)

- Complete Chocolate distribution
- Attend Retreat as much as I can

Important dates/deadlines:

(important deadlines related to my goals or position).

- Must have presentation completed for Dec. 8th GA meeting
- Complete chocolate distribution during finals



COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

Name Nnenna Agidi	Position Arts and Science Rep	Month/Year November 2025	XX hours contributed 21 hours
------------------------------------	--	---------------------------------------	--

THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown

(Meetings, events and activities that I've attended in my role, with an hours breakdown)

NOV 3RD (6pm-9pm)

I attended GA meeting 3 hours

NOV 6TH (7:30pm-9:30pm)

Arts & Science Trivia planning session. This meeting focused on structuring the upcoming A&S Trivia Night. 2hrs

Nov 17 – Arts & Science Meeting (7-8:30pm)

Council members reviewed November activities and made final decisions regarding Trivia Night operations. We discussed event flow, volunteer roles, and adjustments needed based on feedback from earlier planning sessions 1:30 mins

Nov 18 – Connection Café (2:30–3:30 PM)

I participated in Connection Café, engaging with students, promoting A&S events, and gathering informal feedback on academic and campus life experiences. 1hre

Nov 28 – Arts & Science Social Media Promotion Session (1:30–3 PM)

Our team recorded promotional videos, photos, and reels to increase visibility for the Trivia Night. 2hr 30 mins

Nov 24 – General Assembly Meeting (5–9 PM)

I attended GA meeting

Nov 25 – Final Arts & Science Meeting Before Trivia Night (7:30–10:30 PM)

This was a major prep session where we finalized all event details, refined trivia questions, organized materials, and coordinated volunteer roles. We also confirmed setup timing, prize distribution, and social media rollout. 4hrs

Nov 26 – Trivia Night Event (4:30–8:30 PM)

I assisted with full event operations, including early setup, arranging tables/materials, welcoming participants, supporting the MC, and helping with scoring and prize distribution. After the event, I assisted with cleanup and breakdown. 5hrs

Nov 27 – VP Academic Meeting (11 AM-12pm)

I met with the VP Academic to discuss my progress as a GA member, my representation goals, and student issues within the Faculty of Arts & Science. We reviewed expectations, upcoming initiatives, and ways to strengthen advocacy efforts. 1hr

Highlights and Reflection on monthly activity

(Information of note, what went well, what did not)

This was my busiest month as GA member

Projects in Progress

(Projects that I am currently working on, who I am working with, what resources do I require?)

Nothing to report

Completed Projects

(Projects that I have completed, what went well, what did not, and why)

Nothing to Report

Challenges I've encountered:

(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).

Nothing to report

Goals I've accomplished this month:

(kept up with regular duties &/or accomplished additional goals)

Arts and science trivia night was a blast and it was successful!

MOVING FORWARD

Current or upcoming tasks: <i>(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).</i>	Nothing to report
Goals for next month: <i>(What I would like to accomplish next month as a ULSU representative)</i>	Nothing to report
Important dates/deadlines: <i>(important deadlines related to my goals or position).</i>	Nothing to report



Rylee Wevers	<i>Arts & Science Representative</i>	Nov 2025	<i>71.25 Hrs</i>
---------------------	--	-----------------	------------------

LOOKING BACK

Hours Breakdown	<p>Governance, Committees & Representation - 25.25 hours</p> <p><i>General Faculties Council Meeting (Nov 3) - 1 hr</i></p> <p><i>GA Forum Meeting and Minutes (Nov 3) - 2 hrs:</i> Served as scribe, documented updates and action items.</p> <p><i>Mental Health Committee Meeting (Nov 3) - 0.75</i></p> <p><i>Forum Minutes Finalizing (Nov 16) - 1 hr</i></p> <p><i>Student Fee Review Committee Meetings (Nov 6 - 0.5 hr & Nov 21 - 0.5 hr)</i></p> <p><i>Arts & Science Representative Meetings (Nov 17 - 1.5 hrs & Nov 25 - 1 hr)</i></p> <p><i>Arts & Science Council Meeting (Nov 21) - 1 hr</i></p> <p><i>ULSU Projector/Screen Proposal Development (Nov 19) - 0.5 hr:</i> Met with Governance Officer Mark Serebryansky to begin developing a proposal to replace aging ULSU projectors and screens for January GA; outlined technical needs and next steps.</p> <p><i>A&S Strategic Planning Working Group #4 (Nov 18) - 1.5 hrs:</i> Worked on the stakeholder engagement framework, survey design, anonymity structure, and broader consultation strategy for A&S's first strategic plan in nearly 60 years.</p> <p><i>General Assembly Meeting (Nov 24) - 4 hrs:</i> Attended the general assembly meeting.</p> <p><i>ULSU Retreat Planning Meeting (Nov 26) - 3 hrs:</i> Participated in planning discussions, reviewed current projects, aligned responsibilities.</p> <p><i>Check in meeting with Kimoya Edwards, VPA (Nov 28) - 1 hr.</i></p> <p><i>Executive Accountability committee meeting (Nov 30) - 6 hrs:</i> Finalized executive review survey, elected vice-chair (myself) and Chair (Brannon Sumner, A&S rep), launched survey.</p> <p>FLARE (Fostering Liberal Arts Research Excellence) - 10 hours</p> <p><i>Faculty Outreach & Reviewer Coordination (Nov 12) - 4 hrs:</i> Created templates, coordinated distribution with assistants, responded to faculty, and logged confirmations into the reviewer database.</p> <p><i>Ongoing FLARE Communication - 2 hrs:</i> Responded to student/faculty inquiries and emails on the FLARE email, coordinated onboarding tasks, and coordinated meeting and availability with the faculty working group to begin booking the next meeting.</p> <p><i>FLARE Meeting with Kimoya and Brannon (Nov 25) - 2 hr:</i> Discussed next steps, website workshop, club grant application (approved!), and launch plan for January, emailed BMO for a cheque book, planned Symposium date (April 17!)</p> <p>Media, Technical, and Promotional idea planning with Mason, Communications Coordinator (Nov 21) - 1 hr</p>
------------------------	---

Onboarding (Nov 28) – 1 hr: Writing out emails to each successful Technical team undergraduate member with availability form, organized their availability, and booked a meeting to plan for our launch in January

ULSU Events – 36 hours

Arts & Science Trivia Night

Décor & Supplies (Nov 16) – 4 hrs: Picked up supplies, painted and cut large décor letters with fellow reps.

Local Business Outreach – Estimated 4 hrs: Wrote the email template for the team but still be able to personalize them to each business, and personally contacted 15 external businesses, coordinated pickups, tracked responses, confirmed numerous contributions, and maintained communication with pending sponsors.

Logistics & Setup Coordination (Nov 18) – 3 hrs: Picked up prizes, coordinated with Shawn (Pub Manager), discussed room layout, equipment needs, flow of the event, and capacity considerations.

Poster Distribution (Nov 18–19) – 3 hrs: Placed promotional posters across campus and installed the large light-box poster by the cafeteria by cutting and taping each section of the poster.

Technical Setup & Projector Troubleshooting (Nov 19) – 3.5 hrs: Worked with Mason on marketing plan for Gingerbread House and Trivia Night,, discussed with Cheri to address projector instability due to its poor quality, and secured an additional large display for overflow viewing via Cal (Cheri, SU manager)

Promotional Reels (Nov 20) – 1.5 hrs: Created video promotions with Kayden and the A&S rep team.

Additional prep for Arts & Science Trivia Night (Nov 24) – 2 hrs: Working on audio setup with Brannon in the Zoo ballrooms, writing trivia questions, responding to sponsorship emails, creating budget for Gingerbread House Making competition

A & S Rep meeting (Nov 25) – 3 hrs: Finalizing details, trivia questions, and roles for Trivia Night.

Trivia Night (Nov 26) – 8 hrs: Coordinated volunteers, decorated, MC'd, managed on-the-ground logistics, oversaw audience flow, and supported all operations of trivia night, leading to an extremely successful trivia night!.

Dirty Bingo Mcing (Nov 28) – 4 hrs: Co-MC'd Dirty Bingo, a sexual health and consent-focused event; helped run the games, keep energy up, and maintain a comfortable, inclusive environment.

Faculty Representation & Governance

A & S Strategic Planning Meeting #4

November's meeting of the Arts & Science Strategic Planning Working Group focused on designing our stakeholder engagement process for the upcoming semester. Our discussions centered on how to gather meaningful input from the full spectrum of groups connected to the Faculty, undergraduate students, graduate students, postdocs, instructors, professors, and even potential external partners such as high school guidance counsellors or recruitment staff. We want to ensure that when the Faculty produces its first strategic plan in almost sixty years, the process is genuinely reflective of the people it serves.

We explored a combination of structured engagement approaches: breakout discussions, post-it feedback stations, and guided conversation prompts supported by a pre-meeting Qualtrics questionnaire. The group emphasized the importance of anonymization to encourage honest and open feedback. Instead of asking participants to generate SWOT

analyses directly, the team will interpret and synthesize community responses into a structured SWOT-style summary. We also discussed the nuances of involving the broader Lethbridge community and agreed that a community town hall may be best positioned after a draft plan exists. The working group is moving into a collaborative drafting phase, where each member contributes to shaping the questionnaire and refining the engagement activities.

**ULSU
Governance &
Initiatives**

Arts and Science Trivia Night

I am incredibly proud of the planning and coordination that has gone into Arts & Science Trivia Night this month. November was heavily centered around this event, and it became a major team effort that brought together representatives, students, faculty, and local businesses in a really meaningful way.

I spent a significant portion of the month in meetings with the A&S reps, working through logistics, troubleshooting issues as they came up, and assigning responsibilities. I handled ongoing communication with Shawn, the Zoo Pub Manager, about everything from room layout and seating to sound equipment, tech placement, and ensuring our setup could handle a large crowd. One of the biggest concerns earlier in planning was visibility, so I worked closely with Cheri to secure both a reliable projector and an additional large TV screen as a backup and overflow display. Entertainment was another area I supported by collaborating with Kavindu (Fine Arts Rep) on student performances, and I also secured a mixer from Long & McQuade to ensure everything ran smoothly. I personally reached out to campus administrators and was able to confirm attendance from approximately 8–10 faculty members, deans, and administrative leaders.

A major portion of my work involved sponsorship outreach. I personally contacted approximately 15 businesses, while the rest of the team engaged in further outreach. Confirmed contributions included prizes from Coffee Co., Zenith Massage, The Colosseum, Firestone, Analog Books, the U of L Bookstore, CKXU, RBC, Purple Hippo Boutique, The Green Grotto, Coulee Climbing, Founders Café, Fuel Lifestyle, and The Great Escape. This resulted in an impressive prize pool and strengthened our connection to the community.

One of my most memorable outreach experiences was visiting The Green Grotto. I had never been there before, but the entire store was filled wall-to-wall with plants, some reaching the ceiling, humidity tents with grow lights, and even a koi fish tank integrated into the space. Tim, the owner, was incredibly passionate and knowledgeable, sharing information about plant care, grow lights, and the ecosystem he had built. The Green Grotto made one of the most generous donations, contributing two \$50 vouchers, ten small gift-bag plants, three large plants, and even bringing a rare plant valued at over \$2,000 purely for educational display. We highlighted their contribution during Trivia Night, and I genuinely believe many students will visit after that connection.

In the final days leading up to the event, I supported audio testing with Brannon, finalized and submitted the event budget (which was approved), collaborated with Mason and Kayden on promotional reels, assembled the giant trivia poster for the cafeteria light box, and assisted with poster distribution and creative marketing strategies. I also worked with Orion and Kate to design and create painted décor letters, adding a personalized and memorable visual element to the venue. Beyond that, I helped write come up with some of the trivia questions, supervised planning components, and provided consistent direction and delegation to keep all moving parts aligned.

The final event reflected collaboration, creativity, and strong Arts & Science community spirit. Trivia Night was a tremendous success and highlighted the dedication and teamwork of the A&S representatives.

Projects & Initiatives

FLARE (Fostering Liberal Arts Research Excellence)

FLARE saw strong progress this month as we move toward our January 2026 launch. Following our recent presentation, the Dean's Advisory Council approved **partial funding**, and we are now awaiting final confirmation from Dean Letts regarding the exact amount and allocation. This marks an important milestone in establishing FLARE as a long-term, institutionally supported platform for undergraduate research across the Faculty of Arts & Science.

Faculty engagement expanded significantly, with six confirmed faculty reviewers and/or Working Group members across Fine Arts, Natural Sciences, Social Sciences, Humanities, and Education:

- **Dr. Paul Sanden** (Music, Fine Arts) – Working Group & Peer Reviewer
- **Dr. Marc Roussel** (Chemistry & Biochemistry) – Peer Reviewer
- **Dr. Stephanie Schneider** (Chemistry & Biochemistry) – Working Group & Peer Reviewer
- **Dr. Xiaoyan Li** (Mathematics & Computer Science) – Peer Reviewer
- **Dr. Lauren Vomberg** (Psychology) – Peer Reviewer
- **Dr. David Balcarras** (Philosophy) – Peer Reviewer
- **Dr. Chris Dabbs** (Counselling Psychology, Education) – Working Group & Peer Reviewer

These faculty bring diverse expertise, from computational modeling and environmental chemistry to music cognition, philosophy, and mixed-methods counselling psychology, significantly strengthening our capacity to provide discipline-appropriate, rigorous peer review.

Undergraduate involvement also grew rapidly, with 21 confirmed student applicants across our Editorial, Outreach, Technical, and Finance teams. Applicants consistently expressed enthusiasm for gaining research experience and highlighted how FLARE fills a long-standing gap in interdisciplinary undergraduate scholarship, mentorship, and academic belonging.

Operational accomplishments this month included:

- Finalizing and distributing faculty outreach
- Logging reviewer confirmations into the reviewer database
- Reviewing undergraduate applications and assigning roles across teams
- Sending confirmations of successful roles to technical team undergraduate students
- Preparing for January journal + website launch and call for submissions!

We now have a meeting booked with the five new Technical Team members on December 15, and a separate December meeting scheduled with the Faculty Working Group on December 8th, to begin developing the undergraduate rubric and to plan the peer-review onboarding sequence.

With funding underway, faculty support expanding, and undergraduate roles nearly filled, FLARE is entering its final development phase and remains on track for its January 2026 launch.

MOVING FORWARD

Next Steps and Reflection:

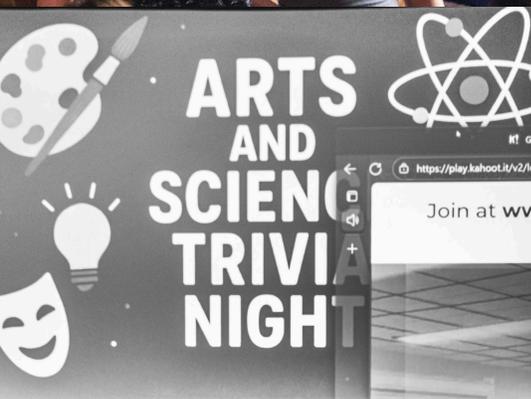
Looking ahead, my priorities for December include planning and executing the upcoming Gingerbread House Making Competition, continuing FLARE development and onboarding processes, and tying up any loose administrative work before the semester wraps up. I am genuinely excited about the momentum we've built across all major initiatives, especially Trivia Night and FLARE, and I feel incredibly proud of the work our team has done together.

On a personal level, I'm also really proud of myself for consistently being proactive, taking initiative, and contributing meaningfully across multiple projects. This semester, I've put in some of the highest and most substantive GA hours since May, and I feel like I've shown up fully in every space, whether that's advocating for student interests, coordinating major events, or supporting long-term governance initiatives I'm grateful for the opportunity to contribute in ways that align with the growth I am achieving and kind of leader I want to continue to become.

Obstacles:

None, honestly just very happy with how everything came together this month, I love my supportive council, coworkers, and Art Sci team!

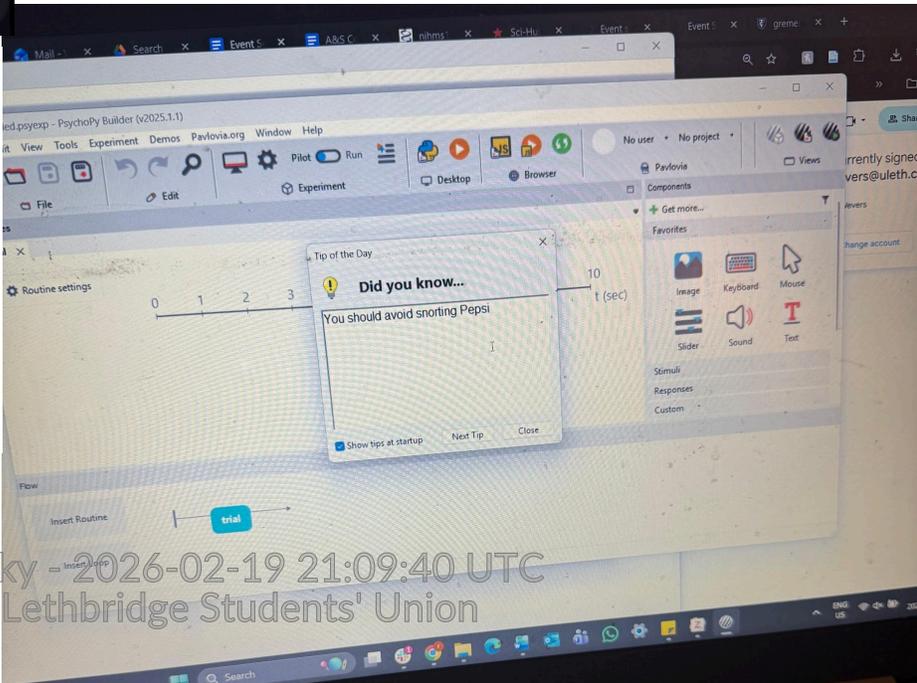
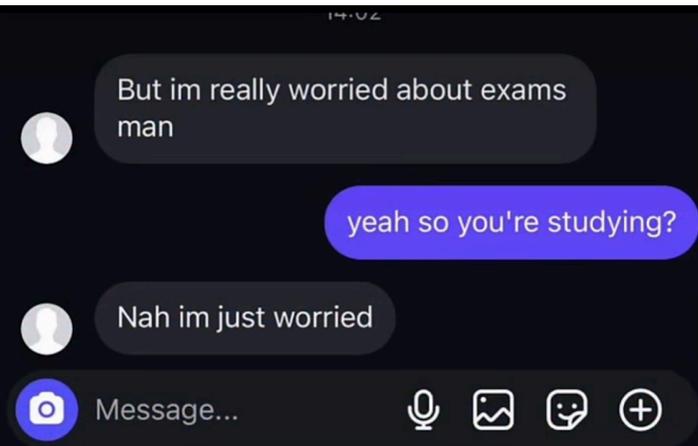
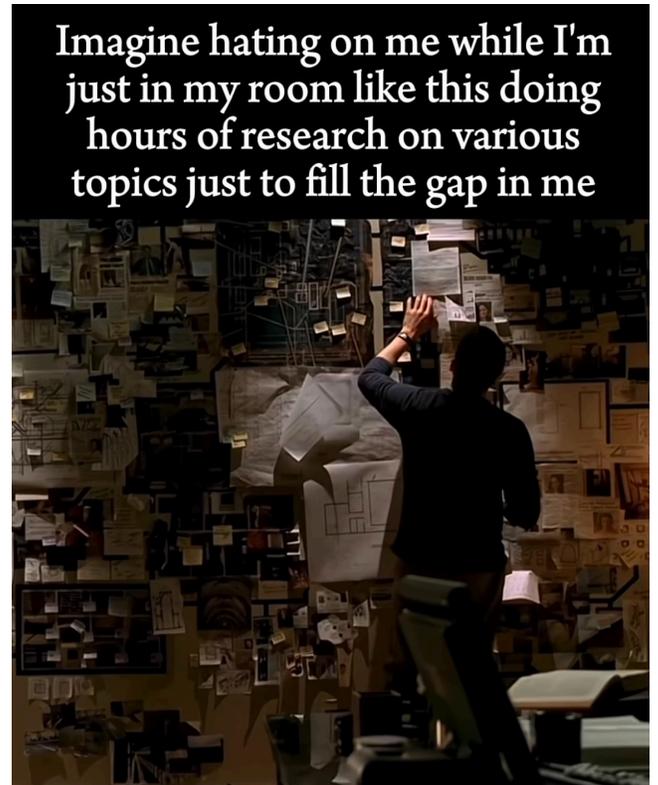
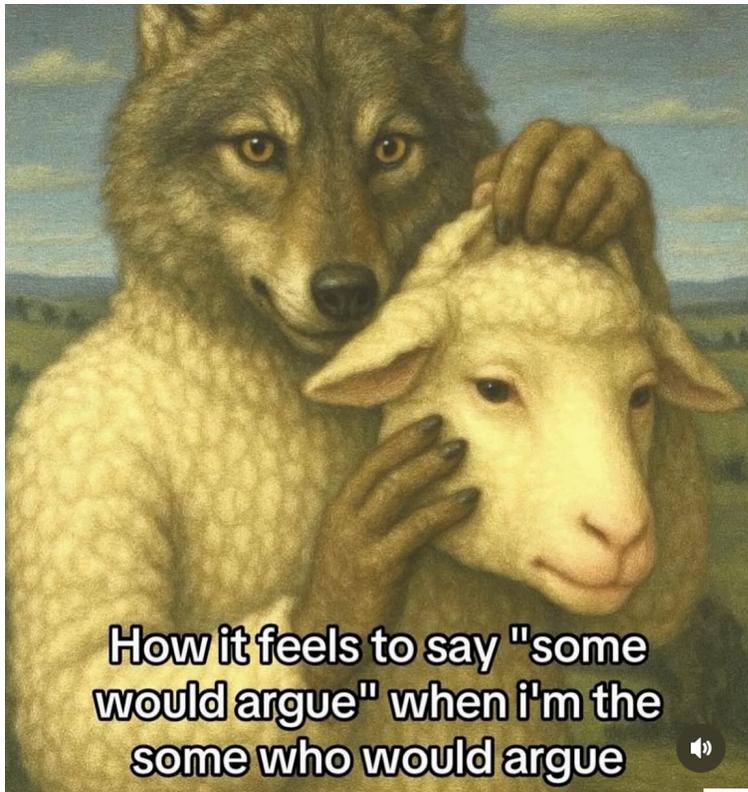
Songs of the Month: *Don't* by Bryson Tiller, *Wish I Never Met You* by Tory Lanez and Jacob Vallen, *untitled 06* | *06.30.2014* by Kendrick Lamar



Photos from this Month:



Memes of the Month:





Orion Legg	ArtSci Rep	November	30.25 hours contributed
-------------------	-------------------	----------	-------------------------

LOOKING BACK

Hours Breakdown
(Meetings, events and activities that I've attended in my role, with an hours breakdown)

- Nov 3:**
GA Forum. Attended and contributed to discussions on student initiatives. **2.5 hrs.**
- Nov 4:**
Midnight Breakfast. Attended and assisted with event participation. **1.5 hrs.**
- Nov 6:**
Arts & Science Council Meeting. Participated in updates and agenda discussions. **1 hrs.**
- Nov 7:**
Arts & Science Executive Meeting. Brief meeting to review planning and initiatives. **0.25 hrs.**
- Nov 17:**
Arts & Science Trivia Sign Meeting. Met to coordinate sign distribution and event promotion logistics. **3 hrs.**
- Nov 19:**
Arts & Science Trivia Game Building. Assisted with creating and testing trivia games and materials. **2 hrs.**
- Nov 20:**
Filming Reel Advertisement. Participated in filming promotional content for Trivia Night. **1.5 hrs.**
Trivia Night Map & Kahoot Creation. Created GeoGuessr map and Kahoot set for event activities. **3 hrs.**
- Nov 21:**
Arts & Science Council Meeting. Engaged in discussions, faculty updates, and voting procedures. **1.5 hrs.**
- Nov 24:**
General Assembly Meeting. Participated in reports, motions, and discussions. **4.5 hrs.**
- Nov 25:**
Arts & Science Representatives Meeting. Coordinated upcoming events and discussed representative initiatives. **1.5 hrs.**
- Nov 26:**
Arts & Science Trivia Night. Assisted with event setup, execution, and takedown.

	<p>Was amazing to see this massive undertaking coming to fruition. Main role in this was co-MC and assisting in running games. 5 hrs.</p> <p>Across Nov 24–28: Revival Week Support. Helped with posters, event setup, and takedown. 3 hrs.</p>
<p>Highlights and Reflection on monthly activity <i>(Information of note, what went well, what did not)</i></p>	<p>ArtsSci trivia night was a huge success and a huge amount of work. The amount of hours the team put in will be very interesting to see and I am so proud of how it all turned out</p>
<p>Projects in Progress <i>(Projects that I am currently working on, who I am working with, what resources do I require?)</i></p>	<p>Planning AS trivia for next semester, improving econ help sessions with Clay.</p>
<p>Completed Projects <i>(Projects that I have completed, what went well, what did not, and why)</i></p>	<p>AS trivia night!</p>

MOVING FORWARD

<p>Current or upcoming tasks: <i>(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).</i></p>	<p>No new comment.</p>
<p>Goals for next month: <i>(What I would like to accomplish next month as a ULSU representative)</i></p>	<p>Finish the semester strong, attended some of the public events and hear more from students how the semester went in terms of SU events.</p>
<p>Important dates/deadlines: <i>(important deadlines related to my goals or position).</i></p>	<p>No Comment.</p>



Name	Position	Month/Year	Hours
Kavindu Sumanasena	Fine Arts Rep	November, 2025	21.25

LOOKING BACK

Hours Breakdown
(Meetings, events and activities that I've attended in my role, with an hours breakdown)

- Nov 3rd - 14:15-15:00 (**45 mins**) Mental health Committee meeting to discuss the week's initiatives/ Plans for November: Men's mental Health, Midnight Breakfast, Revival Week
- Nov 3rd – 18:00-20:00 (**2 hours**) GA Forum Meeting #2
- Nov 4th – 20:00-21:00 (**1 hour**) *Melody Monday* sound logistics meeting with Jessica and Seth
- Nov 7th – 12:00-13:00 (**1 Hour**) One-on-One Meeting with Kimoya
- Nov 19th – 14:15-15:00 (**45 mins**) Connections Café Tabling
- Nov 24th – 17:00-21:00 (**4 hours**) November GA meeting
- Nov 26th – 16:00-00:00 (**8 hours**) *Arts Sci Trivia Night* Sound equipment transportation/sound set up + performance + take down + Retreat planning
- Nov 27th – 11.10-11.40 (**30 mins**) one on one with Kimoya
- Nov 27th – 17:30-18:30 (**1 hour**) pool noodle fight event + promo video shoot for *Dirty Bingo*
- Nov 28th – 18:00-21:00 (**3 hours**) *Dirty Bingo*

Highlights and Reflection on monthly activity
(Information of note, what went well, what did not)

November wasn't as packed for me compared to October on the SU side of things. With nothing going on in reading week and the postponing on *Melody Mondays*, the only immediate plans I had for November were making sure the entertainment segments for *Arts Sci Trivia Night* and *Winter Formal* went well.

Unfortunately, the other performance groups that I had contacted for the two events ended up being unavailable in the end which made it challenging for the group I took part in, as we had to extend our repertoire to compensate. I also tabled for *Connections Café*, helped

with the *Pool Noodle Fight Event*, did a promo shoot for *Dirty Bingo* with **Keiara Lewis** and **Mason Hill**, volunteered for dirty bingo, and had one on one meeting with **Kimoya Edwards** to discuss concerns and plans I have for January. Outside of that it was an extremely hectic month for me with work and studies.

Overall it was a great month and always a pleasure working in collaboration with my amazing GA members.

Completed Projects

(Projects that I have completed, what went well, what did not, and why)

The performance segments for both events turned out great. Had a lot of positive comments from the audience and both *Arts Sci Trivia Night* and the *Winter Formal* events were an absolute pleasure to be a part of. The organizing committees did a wonderful job making their events come to life.

Dirty bingo was also a great success this month despite the harsh weather conditions thanks to fellow enthusiastic students.

Challenges I've encountered:

(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).

The biggest challenge I encountered was gathering sound equipment for *Trivia Night* and *Winter Formal*, but we were able to get our hands on almost all the equipment at **no cost** thanks to the Fine Arts Music Department. A huge thank you to the studio staff in W700 (**Chris Morris** and **Jacques Theberge**), it saved a lot of time, money, and effort.

MOVING FORWARD

Current or upcoming tasks:

(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).

There are two main projects that are currently in the infant planning stages. One being providing support to independent student musicians to promote their music, and the other is a competition-based show that culminates to a finale aimed to showcase student talents. This event is intended to be campus wide and not confined to Fine Arts.

I've had brief discussions with **Kimoya Edwards** and **Mason Hill** about them so far, and more information will be coming soon.

Goals for next month:

(What I would like to accomplish next month as a ULSU representative)

To partake in internal committee events to help students ease stress and maintain well-being during finals.



Niosha Attarifard	Health Science Rep.	November 20245	13.75 hours
--------------------------	----------------------------	-----------------------	--------------------

LOOKING BACK

Meetings & activities attended, people I've spoken with:	<p>Harm Reduction tabling – 2.50 hours</p> <p>I was able to help table for the harm reduction week on campus!</p> <p>GA Meeting – 7.75 hours</p> <p>I attended two general assembly meetings where we explored opportunities and areas of growth,</p> <p>Faculty HSC Meeting – 2 hours</p> <p>I attended the FoHS meeting where we discussed key issues affecting students and events upcoming in our department.</p> <p>GFC meeting – 1.5 hours</p> <p>I participated in GFC, where we explored major topics impacting students. The event provided a great opportunity to engage with community leaders.</p>
---	--

Challenges I have encountered:	Many events and meetings clash with my classes.
---------------------------------------	---

Goals I have accomplished:	I am happy with the hours I was able to contribute despite my schedule.
-----------------------------------	---

MOVING FORWARD

Projects I am working on:	EDIA and mental health committee – Planning events for the semester!
----------------------------------	--

Upcoming tasks:

I would like to meet up with more professors to try and identify tangible solutions to our feedbacks given to me by the students.



COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

Name: Marla Pasolli	Position: Education representative	Month/Year: Nov/2025	XX hours contributed: 29hrs
------------------------	---------------------------------------	-------------------------	--------------------------------

THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown

(Meetings, events and activities that I've attended in my role, with an hours breakdown)

Harm Reduction tabling: **1.5hrs**, Pool Noodle Fight (set up/running): **2.5 hrs**, Ed EC meeting/prep work: **3.5 hrs**, EUS meeting: **1hr**, GA meeting: **4hrs**, Connections Café: **2hrs** Coffee and colouring: **2hrs**, Bubble Wrap set up: **2hrs**, Arts & Sci trivia night: **4hrs**, Dirty Bingo: **6.5 hrs**

Total hours: **29hrs**

Highlights and Reflection on monthly activity

(Information of note, what went well, what did not)

Working with the other faculty representatives to gain an understanding of their approaches to their roles. Working more closely with the Education Executive council in order to discuss big picture ideas (ran into some roadblock's here but should be worked out through our next meeting).

Projects in Progress

(Projects that I am currently working on, who I am working with, what resources do I require?)

Discussions have been put on a slight hold as to focus on more demanding issues regarding starting an Education graduate committee. Conversations regarding Ed-focused activities have been started, with the possibility to have an escape room (recourses will be noted and discussed closer too). Started working with the connections café to expand its impact.

Completed Projects

(Projects that I have completed, what went well, what did not, and why)

Not individually but working alongside our various other representatives to assist in the completion of their projects.

Challenges I've encountered:

(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).

It's been going well, excited with the new equipment that has been granted for media department.

Goals I've accomplished this month:

(kept up with regular duties &/or accomplished additional goals)

I have again been attending as many volunteer activities as possible, in order to interact with as many ed students as possible. I have also made progress with the Education faculty executive board, as there is now space in their agenda for myself, and future education representatives to include item of their own.

MOVING FORWARD

Current or upcoming tasks:

(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).

Collaboration is anticipated to begin with the EUS and possibly the library to create activities with an ed focus.

Goals for next month:

(What I would like to accomplish next month as a ULSU representative)

Conversing with Ed and general advisors to ensure that there is proper communication between the two has yet to be completed, as there has been some push back. This is still a goal, just need a different approach.

Important dates/deadlines:

(important deadlines related to my goals or position).

There is nothing set in stone yet, but I hope by next month there will be.



COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

Lauryn Morris	Indigenous Rep.	November, 2025	16.5 hours contributed
----------------------	------------------------	----------------	------------------------

THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown <i>(Meetings, events and activities that I've attended in my role, with an hours breakdown)</i>	GA forum: 2hrs , Vice-Provost (Iniskim Indigenous Relations) Search and Review committee meeting: 1.5hrs , Connections Cafe: 2.5hrs , Arts and Science Trivia Night: 2hrs , Harm Reduction Week Labeling: 2.5hrs , GA Meeting: 4hrs , Sober sips event: 1hr , Revival Week Day 1 set up: 1hr Total hours: 16.5
Highlights and Reflection on monthly activity <i>(Information of note, what went well, what did not)</i>	What went well this month was I'm feeling a lot more confident in this role and understanding how to go about it, along with creating an outline of what I want to achieve in this role in the coming semester.
Projects in Progress <i>(Projects that I am currently working on, who I am working with, what resources do I require?)</i>	Nothing to report
Completed Projects <i>(Projects that I have completed, what went well, what did not, and why)</i>	Nothing to report
Challenges I've encountered: <i>(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).</i>	Nothing to report

Goals I've accomplished this month:

(kept up with regular duties &/or accomplished additional goals)

Kept up with regular duties along with getting in contact and introducing myself to Iikaiskini Indigenous Services and AMR

MOVING FORWARD

Current or upcoming tasks:

(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).

Nothing to report

Goals for next month:

(What I would like to accomplish next month as a ULSU representative)

Meet with event organizer from the Indigenous center to start brainstorming collaboration ideas

Important dates/deadlines:

(important deadlines related to my goals or position).

Nothing to report



COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

YASH DIXIT	INTERNATIONAL REPRESENTATIVE	NOVEMBER 2025	6 hours contributed
-------------------	-------------------------------------	---------------	---------------------

THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown (Meetings, events and activities that I've attended in my role, with an hours breakdown)	SU Office Drop-ins / Discussions- 4 hours Email Follow-ups- 2 hours <ul style="list-style-type: none"> Continuing previously established work related to international student support and legal resource development. Maintaining awareness of ongoing initiatives and timelines while away.
Highlights and Reflection on monthly activity (Information of note, what went well, what did not)	<ul style="list-style-type: none"> No formal meetings attended this month due to international travel. Had informal check-ins with staff and members in the SU office before departure.
Projects in Progress (Projects that I am currently working on, who I am working with, what resources do I require?)	<ul style="list-style-type: none"> Legal Aid Camp Project: Continuing discussions with Lethbridge Legal Guidance (LLG) to finalize timelines and logistics for a free legal consultation event for students, tentatively scheduled for Winter 2026.

Completed Projects (Projects that I have completed, what went well, what did not, and why)	<ul style="list-style-type: none"> Nothing to report for this month.
Challenges I've encountered: (eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).	<ul style="list-style-type: none"> Ensuring accessibility and inclusive outreach for cultural events to maximize participation from all student groups.
Goals I've accomplished this month: (kept up with regular duties &/or accomplished additional goals)	<ul style="list-style-type: none"> Nothing to report for this month.

MOVING FORWARD

Current or upcoming tasks: (upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).	<ul style="list-style-type: none"> Finalizing partnership details with Lethbridge Legal Guidance for a legal aid camp on campus. Preparing updates for the next GA meeting.
Goals for next month: (What I would like to accomplish next month as a ULSU representative)	<ul style="list-style-type: none"> Rebuild regular engagement on campus. Make measurable progress on ongoing initiatives.
Important dates/deadlines: (important deadlines related to my goals or position).	<ul style="list-style-type: none"> Next GA Meeting: December 2025 Legal Aid Camp: Tentatively Winter 2026



Name: Natasha Matemera	Position Residence Representative	Month/Year November, 2025	XX hours contributed 13.5
---	--	------------------------------	------------------------------

THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown <i>(Meetings, events and activities that I've attended in my role, with an hours breakdown)</i>	<u>General Assembly Forum Meeting</u> Attended the November General assembly Forum meeting- 2 Hours
	<u>General Faculties Council Meeting</u> Attended the November GFC meeting - 1hour 30 mins
	<u>ARS Advisory Committee meeting</u> Attended the November Athletics and Recreational Services meeting - 1hr 30 mins
	<u>Mental Health Committee meeting</u> Met with the Mental Health Committee meeting to discuss Men's Mental Health Month events- 45 mins
	<u>Associate Vice President Facilities Search Committee Meeting</u> Met with the search Committee for Associate Vice President Facilities position to go over the search process and search timelines. - 1 hour
	<u>Kick Off Meeting- AVP Facilities Search Committee meeting</u>

	<p>Reconvened with the search committee to discuss search criteria- 1 hour</p> <p><u>Arts and Science Trivia Night</u></p> <p>Helped taking down after the Arts and Science Trivia Night Event – 1 hour</p> <hr/> <p><u>November International Connection Cafe</u></p> <p>Helped with the November International themed Connections Café- 2 hours</p> <hr/> <p><u>November General Assembly Meeting</u></p> <p>Attended the November General Assembly Meeting- 3 hours</p>
<p>Highlights and Reflection on monthly activity <i>(Information of note, what went well, what did not)</i></p>	<p>November was a productive month of governance and community involvement. Committee meetings allowed me to share important updates with Residence Committees, ensuring they are prepared for next semester. Collaborating on Men's Mental Health Month was a meaningful highlight, while supporting events like Trivia Night and the International Connection Café strengthened student engagement. Balancing multiple commitments was challenging at times, but overall, the month reinforced the value of communication, teamwork, and proactive planning</p>
<p>Projects in Progress <i>(Projects that I am currently working on, who I am working with, what resources do I require?)</i></p>	<p>End of year Brunch- a brunch event with the ULSU within residence. The main purpose is to serve brunch to the Residence right before finals season.</p>
<p>Completed Projects <i>(Projects that I have completed, what went well, what did not, and why)</i></p>	<p>N/A</p>
<p>Challenges I've encountered: <i>(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).</i></p>	<p>N/A</p>
<p>Goals I've accomplished this month: <i>(kept up with regular duties &/or accomplished additional goals)</i></p>	<p>I actively engaged with the committee meetings this semester and ensured that the insights and updates discussed were effectively communicated to the Residence Committees. By sharing this information, I helped equip them with the knowledge and context necessary to anticipate upcoming priorities and prepare for their events in the next semester. This proactive exchange not only strengthened collaboration between committees but also fostered a sense of readiness and alignment across our residential communities. In doing so, I contributed to building a stronger foundation for successful programming and enhanced student engagement in the months ahead.</p>
MOVING FORWARD	
<p>Current or upcoming tasks: <i>(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).</i></p>	<p>General Assembly</p> <p>GFC</p> <p>Committee meetings</p>

Goals for next month:

(What I would like to accomplish next month as a ULSU representative)

Have more collaborative event with ULSU and ORS

Important dates/deadlines:

(important deadlines related to my goals or position).



COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

Name	First Year Representative	November 2025	61.5 hours contributed
-------------	----------------------------------	---------------	------------------------

THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

LOOKING BACK

NOTE: Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

Hours Breakdown

(Meetings, events and activities that I've attended in my role, with an hours breakdown)

GA Town forum- November 3rd	6-8 (2hrs)
Mental health Committee meeting – November 3rd	2:15-3 (0.75 hrs)
Study Night and Midnight Breakfast - November 4th <ul style="list-style-type: none"> - Helped set up the room - Come up with questions - Took pictures at breakfast/ set up 	5-10 (2 hours of working)
Project Reimagining – November 10,12-14 <ul style="list-style-type: none"> - Reviewed the full overview of the University of Lethbridge's admissions system, then a redesign project to achieve the goals, scope, processes, and remove challenges. - Bring in and represent first-year student perspectives, while learning 	8:30-4 (4 days) (30hrs)

about current admissions processes, to plan improvements.	
GA meeting – Nov 24th	5:30-9:30 (4hrs)
Tabling – November 25th - Coffee and color	1:40-2:40 (1hr)
Dirty Soda Night- November 25th - Helped set up and hand out dirty sodas - Helped clean up	4:40-6:40 (2 hrs)
Art Sci Trivia – November 26th - Helped set up tables, and chairs - Handed out pamphlets - Taped up letters - Handed out wings - Helped clean up	5:30-9:30(4hrs)
Retreat Planning – November 26th	10:30-1 (3 hrs)
Pool Noodle Fight – November 27th - Helped set up - Filmed content – for pool noodle fight and for DIRTY BINGO	4:15-7 (2.75 hrs)
Dirty Bingo – November 28th - Helped with set up - Ran the board / helped run overall event - Helped with clean up	5:30 -9:30(4 hrs)
EAC Meeting – November 30th - Created survey - Appointed a chair and vice chair	10- 4 (6hrs)

Highlights and Reflection on monthly activity

(Information of note, what went well, what did not)

This month was very successful, I attended numerous events and made sure the first years are starting to get familiar with me, my presence and the role. This month was incredibly busy with lots of events, with the collaboration of Revival Week, and Harm Reduction Week, as well as the start of the 16 Days of Activism.

Helping plan, set up and run many of the Revival Week events was positive, however the attendance was rather low for these events.

Projects in Progress

(Projects that I am currently working on, who I am working with, what resources do I require?)

I am not currently leading any specific projects; however, I am actively serving on several committees. I am playing an active role on the EAC, as we need to gather and report on the results of the survey.

Completed Projects

(Projects that I have completed, what went well, what did not, and why)

Mental health Committee - Revival week – This week of events went well; however, the lack of attendance, is definitely something we need to reflect on and look for ways to improve it by next semester.

Project Reimagining - This project was amazing, the number of things we managed to accomplish within the one week, was empowering. The connections and work ethic of the entire team was heartwarming, and I look forward to the follow up meetings and to see how this plan is implemented.

EAC – We were able to restart the committee, appoint a chair, a vice chair, establish goals of the committee, create and send out the survey for completion and results to come out in December.

Challenges I've encountered: <i>(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).</i>	The main challenge this month, managing time effectively and getting attendance for some events, because most students are feeling very burnt out and overwhelmed coming back from reading week. As well as there were numerous conflicting events this month, between Harm Reduction week, 16 Days of Activism, and Revival week.
Goals I've accomplished this month: <i>(kept up with regular duties &/or accomplished additional goals)</i>	I was able to attend all committee meetings, all General Assembly meetings and town forum. Furthermore, I attended events and made a consistent and meaningful effort to maintain visibility and engagement with students. In addition, serving on the Project Reimagining team was an absolute honor and an accomplishment I am very proud of.

MOVING FORWARD

Current or upcoming tasks: <i>(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).</i>	December will be quieter, as it is a very short month. However, there will be the working retreat, as well as a General Assembly, and a few events within collaboration with ORS, and Rotaract.
Goals for next month: <i>(What I would like to accomplish next month as a ULSU representative)</i>	I would like to help provide comfort for the students who are feeling stressed with finals, offering ways to take healthy breaks while also encouraging them to study and do well, helping with events like Gingerbread competition, Pre Finals Brunch, as well as help Mental health committee as we are partnering with SWAP to create wellness bags for students.
Important dates/deadlines: <i>(important deadlines related to my goals or position).</i>	December 12-14: Working Retreat



Song of the month:- Fool's Gold- Buffalo Traffic Jam | **Quote of the month-** This too shall pass | **Word of the month-** DIVA

The University of Lethbridge requests an exceptional tuition increase for this professional program, which provides access to the engineering profession for southern Albertan students and downstream economic benefits to the region and Province of Alberta. Consistent with our proposed four-year Integrated Engineering program, the proposed tuition rate for 2026-27 shall be \$999.60 per course for domestic students (99 of 100 students are domestic students this year) and \$3,998.40 per course for international students.

The University of Lethbridge has offered an engineering transfer program, currently called the Pre-Professional Transfer Program in Engineering, since the early 1980s. Our program closely mirrors the “foundational/qualifying” first year of the engineering programs at the University of Alberta and will be identical to the first year of the University of Lethbridge Bachelor of Engineering Program, should that new program receive Ministry approval. In either case, this first-year program offers a successful pathway for aspiring four-year engineering students in southern Alberta.

Required Courses for First Year Engineering

University of Lethbridge Pre-Professional Transfer Program and First Year Proposed B.Eng Program		University of Alberta Foundational/Qualifying First-Year	
MATH 1565	Calculus I	MATH 100	Calculus I
ENGG 2060	Engineering Mechanics	ENGG 130	Engineering Mechanics
CHEM 1000	General Chemistry I	CHEM 103	Introductory Chemistry I
PHYS 2130	Waves, Optics & Sound	PHYS 130	Wave Motion, Optics, and Sound
ENGG 1100	The Engineering Profession	ENGG 100	Success in Engineering
WRIT 1200	Writing for Engineering Students	ENGL 199	English for Engineers
MATH 2565	Calculus II	MATH 101	Calculus II
MATH 1410	Elementary Linear Algebra	MATH 102	Applied Linear Algebra
CHEM 2000	General Chemistry II	CHEM 105	Introductory Chemistry II
ENGG 1600	Introduction to Engineering Design, Communication, and Profession	ENGG 160	Introduction to Engineering Design
CPSC 1620	Fundamentals of Programming	ENCMP 100	Computer Programming for Engineers
ENGG 2000	Engineering Statistics		
		ENPH 131	Mechanics

Historically, the Pre-Professional Transfer Program has been small, with enrolment of up to 25 to 40 students per year, offering a low student: faculty ratio and affording a high degree of interaction with professors and a broader range of applied learning opportunities than available in larger programs. Our program includes special cohort programming with regular interaction with industry, academic support and social and professional events at the university and in the local community.

As a cohort program this enhanced experience provides first year engineering students with a unique opportunity to develop collaborative relationships with their peers, their instructors, and industry partners, while learning the foundational course material in a small and supportive classroom and laboratory environment.

Since 2024, demand for this specialized program has increased significantly from about 25 to 40 students per year to about 100. While we have been able to absorb the additional costs of providing an enhanced experience to a small group of students, this won't be viable with more than double the number of students in the program.

We propose to increase the tuition for a three-credit hour course in this program to \$999.60 in 2026-27 and to \$1,019.59 in 2027-28. However, since students have already been admitted to the program for 2026-27, we propose that we defer the increase until the 2027-28 academic year. Without the exceptional fee increase, and assuming a 2% per year increase, the tuition rate would be \$695.84 in 2026-27. Total first year tuition in this program in 2026-27 would be \$11,725.31 with the exceptional increase and \$8,002.16 without it (\$3,723.15 per student).

The additional fee revenue will be used to support ongoing special cohort programming for a larger cohort and will allow us to maintain the high impact experiences provided in our program. To maintain quality and minimize student: faculty ratios, we need to add class and laboratory sections, rather than increasing class sizes and, wherever possible, laboratory sizes.

While this will result in a more expensive first-year experience, this will be an enhanced experience for students, providing the option of a unique pathway for students pursuing engineering degrees in Alberta.

Additional notes to Advanced Education:

If approved, this exceptional fee increase will be the first for the University of Lethbridge, so we have limited experience in this area. We welcome your feedback and input and are open to any suggestions you may have to enhance the quality of this application.

We have conducted the following consultations with student groups:

(details to be added upon completion of these consultations)

Pre-Engineering Transfer Program: Exceptional Tuition Fee proposal

 Summarize



Kanashiro, Cathy

To:  Figueroa, Alejandro

  Reply  Reply all  Forward    

Fri 05/12/2025 2:23 PM

 Flagged

Hi Alejandro,

Thanks so much for the conversation yesterday. I appreciate you discussing this with your general assembly next week, and if you are interested in providing a letter of support from the Students' Union, we would be happy to include that in our proposal.

You had questions about how the additional fee revenue would be used. While we haven't made specific allocations yet, and the actual increase in revenue won't be realized until two fiscal years from now (2027-2028), we are committed to using these revenues in support of the first-year engineering experience. As I mentioned, we are hopeful that this fee and the related experience for students, will be consistent with that for the proposed four-year UofL Engineering degree program.

In both instances, tuition will support the maintenance of small class and lab sizes which have been a fundamental aspect of this program thus far, by providing the revenue which would be needed to provide additional instructional capacity. The costs for this instructional capacity will depend on the type of appointments made, likely including positions in the Faculty and Instructor ranks. In many Engineering, Math, Chemistry, and Computer Science courses, adding additional lecture sections will also mean that we need additional lab or tutorial sections.

We anticipate that the increased cohort size will also mean opportunity for additional Graduate Student Assistantships and Undergraduate student marker positions.

Additional revenues will also be used to support valuable cohort activities outside the classroom, including peer events, mentorship events, and opportunities to meet with industry experts.

If we are to continue the current program quality and experience for future students, while allowing for the significant growth in the first-year cohort, we will need to increase expenditures. In the absence of a fee increase, none of the alternatives of capping enrolment at the 2024-25 levels; eliminating the small cohort approach; or drawing funds from other undergraduate programming, are appealing, nor do they support our objective of delivering an exceptional student experience.

Thank you again for your excellent questions and for your support in this consultation process.

Cathy

Mark Serebryansky - 2026-02-19 21:09:40 UTC

Cathy Kanashiro, CPA, CA (she/her)
Associate Vice-President, Finance

Financial Services



University of Lethbridge Students' Union

THE STUDENTS' UNION, THE UNIVERSITY OF LETHBRIDGE

Statement of Financial Position

April 30, 2024, with comparative information for 2023

	2024	2023
Assets		
Current assets:		
Cash and cash equivalents (note 2)	\$ 2,878,519	\$ 2,663,807
Accounts receivable (note 13)	226,367	308,789
Prepaid expenses and deposits	155,430	185,066
Inventories (note 4)	32,322	27,100
	<u>3,292,638</u>	<u>3,184,762</u>
Note receivable (note 5)	1	1
Short-term investments and cash not available for current operations (note 3)	4,524,633	4,141,806
Long-term investments (note 6)	3,490,880	3,299,313
Capital assets (note 7)	190,063	177,265
Right of Occupancy (note 8)	991,972	1,052,705
	<u>\$ 12,490,187</u>	<u>\$ 11,855,852</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities (note 9)	\$ 792,758	\$ 702,230
Deferred revenue	300	300
	<u>793,058</u>	<u>702,530</u>
Long-term debt (note 10)	-	40,000
	<u>793,058</u>	<u>742,530</u>
Net assets:		
Invested in capital assets and right of occupancy	1,182,035	1,229,969
Endowments	293,901	286,453
Internally restricted (note 11)	7,721,612	7,154,666
Unrestricted	2,499,581	2,442,234
	<u>11,697,129</u>	<u>11,113,322</u>
	<u>\$ 12,490,187</u>	<u>\$ 11,855,852</u>

See accompanying notes to financial statements.

On behalf of the Council:

_____ Member _____ Member

KPMG
Private Enterprise

The Students' Union, The University of Lethbridge

Annual insights for your business

April 30, 2024

36  **VIEW**

Mark Serebryansky - 2026-02-19 21:09:40 UTC
University of Lethbridge Students' Union

Dear Members of the Executive Council:

We have prepared this report to assist you with your review of the financial statements and the carrying out of your oversight role. We are here to help you. We encourage you to ask us for more information on any of the matters covered in this report—and beyond.

From insights to opportunities and better outcomes, we have taken a fresh look at your business operations and reviewed the most critical issues facing your business and industry. We thank you and your team for providing valuable information needed for this report.

We have focused this report on the following key areas:

- Operating results with benchmarking information
- Audit findings

We appreciate the assistance of management and staff in conducting our work. We hope this yearend report is of assistance to you as you carry out your agenda, and we look forward to discussing our findings and answering your questions at the upcoming meeting.

Yours truly,

A handwritten signature in black ink that reads "KPMG LLP". The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the "K" and extends to the right, ending under the "P".

Chartered Professional Accountants

I. Operating results with benchmarking information

Financial metrics

(Balances in thousands)

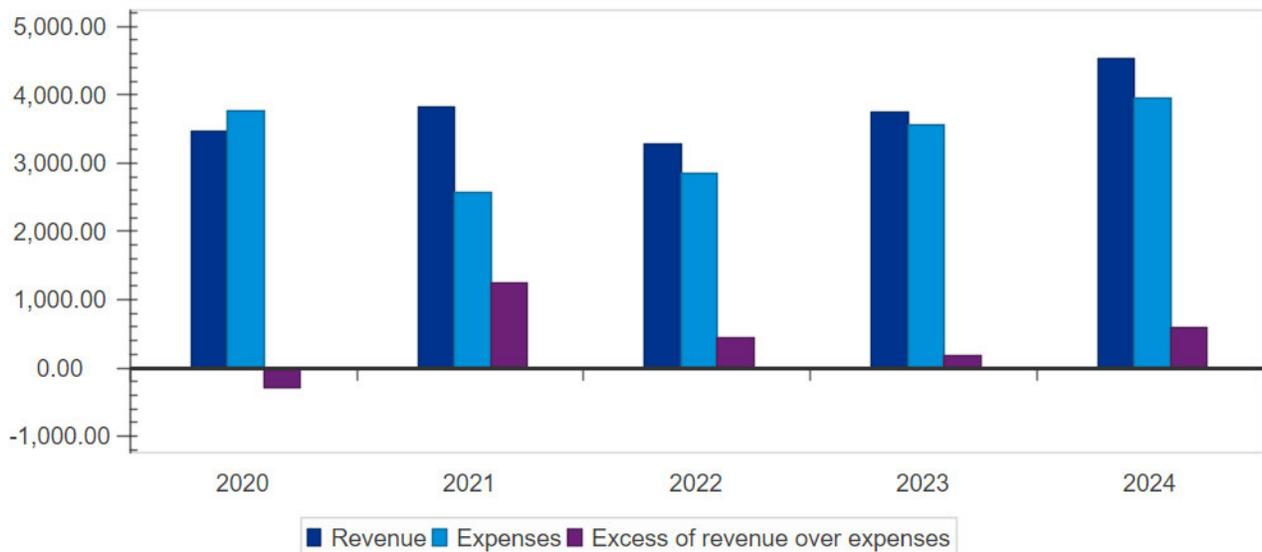
	2024	2023	Change 2023 to 2024	2022	Change 2022 to 2023	Note #
Operating results						
Revenue	4,536	3,737	21.38% ↑	3,280	13.93% ↑	(1)
Revenue annual growth %	21.38%	13.93%	53.48% ↑	(13.96)%	199.79% ↑	
Operating expenses	3,953	3,559	11.07% ↑	2,847	25.01% ↑	
Operating expenses % of revenue	87.15%	95.24%	(8.49)% ↓	86.80%	9.72% ↑	
Excess (deficiency) of revenue over expenses	583	177	229.38% ↑	434	(59.22)% ↓	
Depreciation	120	116	3.45% ↑	125	(7.20)% ↓	
Cash flow from operations (before change in non-cash operating working capital)	475	222	113.96% ↑	636	(65.09)% ↓	
Financial analysis						
Current ratio	4.15	4.53	(8.39)% ↓	4.52	0.22% ↑	
Receivable days	18	30	(40.00)% ↓	21	42.86% ↑	
Total assets	12,490	11,856	5.35% ↑	11,715	1.20% ↑	
Total liabilities	793	743	6.73% ↑	779	(4.62)% ↓	
Net assets	11,696	11,113	5.25% ↑	10,937	1.61% ↑	

I. Operating results with benchmarking information (continued)

Financial & operating graphs / charts

(Balances in thousands)

Revenue, expenses & excess of revenue over expenses



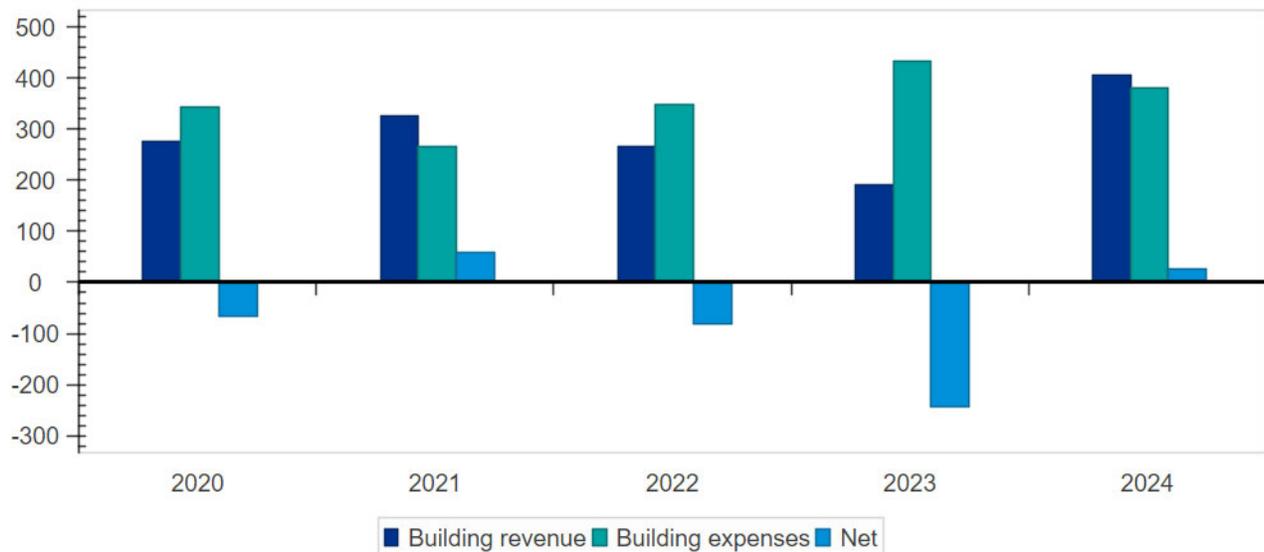
Description	2020	2021	2022	2023	2024
Revenue	3,468	3,812	3,280	3,737	4,536
Expenses	3,755	2,576	2,847	3,559	3,953
Excess of revenue over expenses	(287)	1,236	434	177	583

I. Operating results with benchmarking information (continued)

Financial & operating graphs / charts (continued)

(Balances in thousands)

Building activity, including amortization



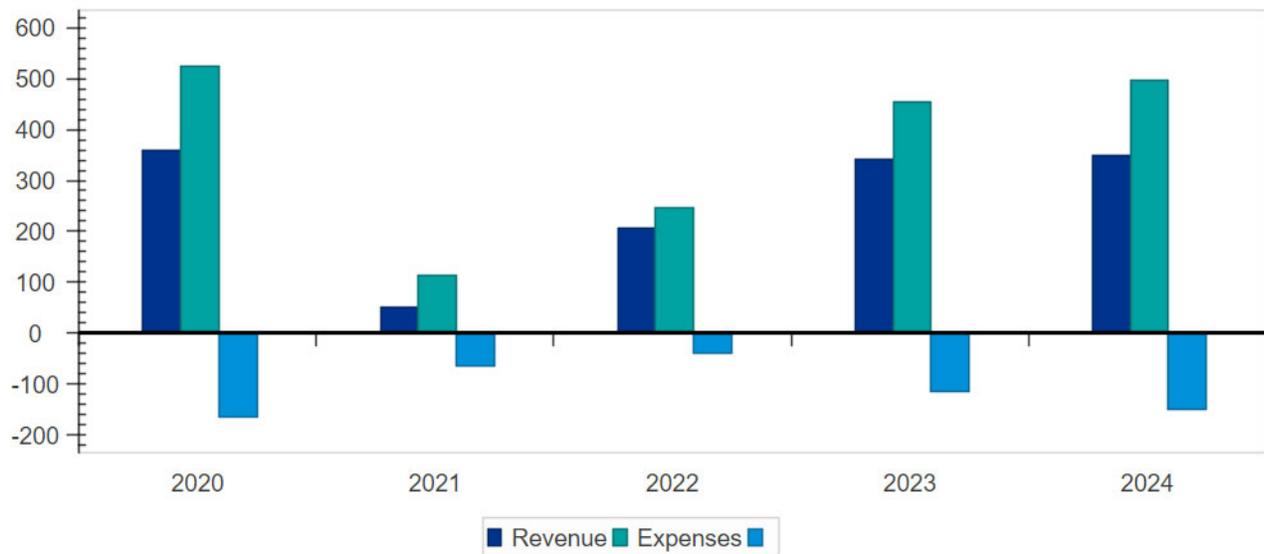
Description	2020	2021	2022	2023	2024
Building revenue	276	325	267	191	407
Building expenses	343	267	348	434	380
Net	(67)	58	(81)	(243)	27

I. Operating results with benchmarking information (continued)

Financial & operating graphs / charts (continued)

(Balances in thousands)

Zoo net activity



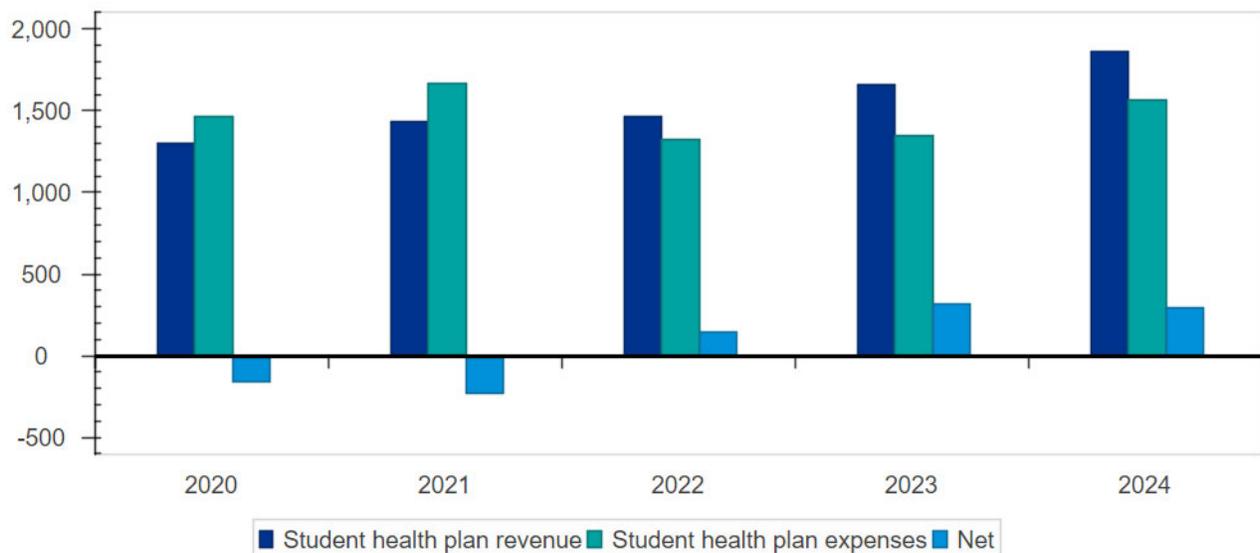
	2020	2021	2022	2023	2024
Revenue	360	50	206	342	348
Expenses	525	114	246	455	496
	(165)	(64)	(39)	(113)	(148)

I. Operating results with benchmarking information (continued)

Financial & operating graphs / charts (continued)

(Balances in thousands)

Student health plan



Description	2020	2021	2022	2023	2024
Student health plan revenue	1,303	1,430	1,467	1,660	1,865
Student health plan expenses	1,464	1,663	1,325	1,347	1,568
Net	(161)	(233)	142	313	297

II. Audit findings

Status

As of the date of this report, we have the audit of the financial statements, with the exception of certain remaining procedures which include:

- completing our discussions with the Executive Council
- obtaining evidence of the General Assembly's approval of the financial statements
- completion of subsequent event review procedures
- receipt of signed management representation letter

Auditing standards

While there were no specific changes in the Canadian Auditing Standards during the year, it is anticipated that the Canadian Auditing Standards will continue to evolve in the future. As a Marketleader, KPMG LLP acts proactively to implement these changes in advance of their required adoption dates with as minimal impact on you as possible.

Our responsibilities

- Our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter.

Materiality

- We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements;
- For the current year, materiality of \$110,000 has been determined.
- We will reassess materiality at period-end to confirm whether it remains appropriate for evaluating the effects of uncorrected misstatements on the financial statements.
- We will communicate uncorrected misstatements to you, other than those that are clearly trivial.
- Should uncorrected misstatements remain, in accordance with professional standards, we will:
 - request that all uncorrected misstatements be corrected.
 - communicate the effect that uncorrected misstatements, individually or in aggregate, may have on our audit opinion.

II. Audit findings (continued)

Annual inquiries related to risk of fraud

- Canadian Auditing Standards require that we ask you the following questions in connection with your oversight of management’s process for identifying and responding to the risks for fraud.
 - What are your views about fraud risks, including management override of controls, at the entity and whether you have taken any actions to respond to these risks?
 - What is the audit committees understanding of the entity's relationships and transactions with related parties that are significant to the entity?
 - Does any member of the audit committee have concerns regarding relationships or transactions with related parties and, if so, what are the substance of those concerns?
 - Are you aware of, or have you identified, any instances of actual, suspected, or alleged fraud, including misconduct or unethical behaviours related to financial reporting or misappropriation of assets? If so, have the instances been appropriately addressed and how have they been addressed?
 - Are you aware of or have you received tips or complaints regarding the entity's financial reporting (including those received through the internal whistleblower program, if such program exists) and, if so, what was your response to such tips and complaints?

Confirmation of independence

- We confirm that we are independent with respect to the Students' Union, The University of Lethbridge within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation.

Timing

Deliverables	Date(s)
○ Conduct year-end field work	October 2025
○ Meeting on financial statements with Management	December 2025
○ Approval of financial statements by General Assembly	December 2025

II. Audit findings (continued)

Significant financial reporting risks

During our audit planning, we did not identify any significant financial reporting risks other than the risk of fraudulent revenue recognition related to journal entries. Revenue is a key metric for financial statement users because it directly impacts earnings and other performance indicators. Revenue recognition can be complex, and entities may face incentives or pressure to manipulate earnings to meet expectations. Given these circumstances, there is a presumed risk of fraud involving improper revenue recognition. Our assessment indicates that the most probable method for perpetrating fraudulent revenue recognition is through journal entries and other adjustments.

Significant disclosures

- Significant disclosures included in the financial statements are consistent with prior year.

Misstatements

Identification of misstatements

Misstatements identified during the audit have been categorized as follows:

Uncorrected misstatements

Professional standards require that we request of management and those charged with governance that all uncorrected misstatements be corrected. We have made this request of management. However, management has decided not to correct these misstatements and represented to us that the uncorrected misstatements individually and in the aggregate are, in their judgement, not material to the financial statements.

We concur with management's representation. Accordingly, the uncorrected misstatements have no effect on our audit report

Refer to Management's representation in the Appendices for all uncorrected audit misstatements.

Corrected misstatements

Refer to Management's representation in the Appendices for all corrected audit misstatements, including disclosures.

II. Audit findings (continued)

Control deficiencies

Background and professional standards

In planning and performing our audit of the financial statements of The Students' Union, The University of Lethbridge ("the Entity") for the period ended April 30, 2024, we obtained an understanding of internal control over financial reporting (ICFR) relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR. Accordingly, we do not express an opinion on the effectiveness of the Entity's ICFR.

Our consideration of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. As a result, any matters reported below are limited to those deficiencies in ICFR that we identified during the audit.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors

Other control deficiencies

We identified certain control deficiencies that we determined to be other control deficiencies in ICFR that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention.

Description	Potential effect
<ul style="list-style-type: none"> ○ Segregation of duties: In common with many small organizations, it is not practical to achieve adequate segregation of duties on incompatible functions. Due to staffing limitations, accounting functions including initiating transactions, approving transactions, posting and settling transactions are often performed by the same individual. While compensating controls, such as comparison to budgets, dual signing authorities and monthly review of financial information may assist in meeting your governance responsibilities, they do not eliminate this overriding weakness in your system. 	<ul style="list-style-type: none"> ○ Recommendation: To assist the Organization in meeting its governance responsibilities, you should ensure that procedures are in place to ensure that proper review procedures exist to compensate for the lack of segregation of duties. We recommend that the bank statements be received directly by the General Manager to review prior to the preparation of the bank reconciliations. We also recommend that the General Manager review the bank reconciliations after completion and sign the reconciliations as evidence of review.

II. Audit findings (continued)

Control deficiencies (continued)

Description	Potential effect
<ul style="list-style-type: none"> ○ Supporting documents: KPMG observed that there is no formal process for tracking and obtaining expense receipts from employees with corporate credit cards and that supporting documentation for credit card expenses is not always retained and provided to the accountant. This makes it difficult for management to identify the nature of the expense on the credit card statement, record it appropriately in the accounting systems, and ensure that the expenses have been appropriately authorized. Not providing credit card receipts can increase the risk of misappropriation of the assets and unauthorized transactions. <p>Further, all requests for disbursement should be accompanied by the supporting document when a payment being approved and the cheque signed. Payments should be sent out by an individual independent of the preparation of the payment.</p>	<ul style="list-style-type: none"> ○ Recommendation: We recommend that the Students' Union put procedures in place to implement a credit card policy with direction regarding submitting receipts to the accounting office and requiring credit card holders to provide supporting documentation, explanation of transactions including valid business purpose, for all transactions associated with their issued card. This will ensure that transaction are appropriate, duly authorized, recorded accurately in the accounting system and reduce the risk of issue or incorrect allocation of the organization's funds. <p>We acknowledge that management is taking steps to design and implement a new process related to credit cards, including the adopting of the Expensify software to help capture the necessary supporting documentation for credit card transactions</p>
<ul style="list-style-type: none"> ○ Timeliness of reconciliations During the audit it was noted that reconciliations were not being done on a monthly basis. Further, supporting working papers did not agree to the general ledger balances. When the reconciliations were performed at year-end, adjustments were required to correct the general ledger balance. This increases the risk that errors or potential fraud or misappropriation of assets could go undetected. 	<ul style="list-style-type: none"> ○ Recommendation: To ensure proper recording of all receipt and disbursement of cash as well as other financial transactions, we recommend that monthly reconciliations be performed for all accounts and that the reconciliations be reviewed by a person independent of the reconciliation process within 30 days of the month end. This will help to ensure accuracy of the general ledger balances on an interim basis and at year-end.
<ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> ○

II. Audit findings (continued)

Control deficiencies (continued)

Definitions

Terminology	Definition
DEFICIENCY IN INTERNAL CONTROL	A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing; or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or the person performing the control does not possess the necessary authority or competence to perform the control effectively.
SIGNIFICANT DEFICIENCY IN INTERNAL CONTROL	A significant deficiency in internal control is a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

II. Audit findings (continued)

Performance improvement observations

As indicated during our audit plan, we would communicate opportunities for improvements in financial, accounting or operational processes should we become aware of them during our audit. During the course of our audit, we become aware of such opportunities and have discussed them with management and provided our recommendations for performance improvement.

The following is a synopsis of these performance improvement opportunities and our recommendations:

Personnel records - documentation required

- **Observation:**
KPMG noted that personnel files do not have supporting documentation for the most recent approved wage rates for full-time and part-time employees. The information contained in the files did not support the wage rates used in the current year. Best practices would include maintaining complete and up-to-date personnel records at all times, including formal documentation of employment contracts, current approved wages rates or salary amounts, and any additional withholds required for the staff member.

Recommendation

- **Recommendation:**
To ensure that employees are being paid the proper amount, we recommend putting procedures in place to ensure that appropriate documentation is included in personnel files when a new employee is hired, terminated, authorized salary or wage increases and including evidence of Council approving the increases. Salary authorization forms that are approved by the Executive Council will ensure there is no dispute of what the approved rates are. For wage increases based on CPI, we recommend preparing salary authorization forms that are approved by the applicable management for part time staff. We also recommend a rate increase authorization form signed by management and executive council, including an explanation if a different rate is authorized for a specific individual. Maintaining this documentation will ensure that wages and honorariums are appropriately authorized and entered into the accounting system accurately.

II. Audit findings (continued)

Performance improvement observations (continued)

Record retention

- Observation:
KPMG observed that the Students' Union's current process involves disposing of supporting documentation related to the student health add-on applications after one year. Disposing this documentation in the current timelines, opens the Students' Union to risk if a dispute were to arise with a student regarding the payment for the program after the fact.

Recommendation

- We recommend that the Students' Union revisit their process to ensure that records are retained for an appropriate length of time, to support any claims or matters that may arise regarding the program.

Reconciliation of subsidiary ledgers to the general ledger

- Observation:
During the course of the audit, we noted that the accounts receivable and accounts payable subledgers were not reconciled to the general ledger detail in a timely basis. Leaving the reconciliations to be prepared all after year end when preparing the annual audit requires significant time and effort to review and investigate transactions that need to be adjusted as part of the reconciliation process and may lead to errors and inaccuracies.

Recommendation

- We recommend that the ULSU develop procedures to assure that all aged subsidiary account ledgers be prepared and reconciled to the general ledger within a reasonable, meaningful period of time. The ledger should include all sales and cash receipts, or all purchases and cash disbursements, through period end. The ULSU should ensure that these transactions are being posted on a timely basis and clearing through the accounting system. If properly prepared, this will allow the ULSU to make educated decisions about credit, collection and cash flow based upon current client balances for accounts receivables, and educated decisions about debt, disbursements, and cash flow based upon current vendor balances for accounts payable. It will also assure that any reconciling items such as duplicate entries, improper cash applications, etc. will be identified and corrected on a timely basis.

It is important to have up-to-date and accurate financial information with which to base decisions regarding the day to day operations, including but not limited to approving disbursements, extending credit to food vendors, monitoring cashflow. Further, this will reduce risk of possible duplicate entries, miscoding of transactions, and facilitate correction of any accounting errors noted on a timely basis.

II. Audit findings (continued)

Performance improvement observations (continued)

Procedures manual

- Observation:
It was noted that the Students' Union does not have a comprehensive procedures manual for its routine and infrequent procedures. This makes it difficult for new staff to learn procedures of the organization. This became apparent when the bookkeeper went on extended medical leave and other staff were required to complete his duties.

Recommendation

- We recommend that the Students' Union develop a comprehensive procedure manual so that in the event that an employee cannot perform their duties for an extended period of time for whatever reason, another employee will be able to fulfill those duties with minimal disruption. This includes day-to-day processes as well as month-end and year-end specific processes.

Canada Revenue Online Access

- It was noted that the Students' Union did not have online access set up with Canada Revenue Agency ("CRA") in order to be able to determine the status of required tax filings (e.g. GST returns). A temporary measure was put in place to authorize the interim accountant to gain access through his Represent a Client account. As this measure is temporary, it is still important that the Students' Union pursue obtaining its own My Business account with CRA.

Recommendation

- We recommend that management of the Students' Union continue to pursue obtaining online access through setting up a My Business account with CRA. Further, we recommend that once the My Business account is established or at the end of the employment term of the interim accountant, the authorization to access information through the interim accountant's Represent a Client account be cancelled to ensure there is no continued access to the Students' Union's information after the employment term has ended.

III. Appendices / Addendums

A. Audit and accounting

- Management representation letter

B. Other written communications

- Audit committees and cyber security: New threats, new tools and the fundamentals.
- AI Transformation: Audit Committees play a crucial role.

KPMG LLP
3410 Fairway Plaza Road South
Lethbridge, AB T1K 7T5
Canada

December 8, 2025

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of **The Students' Union, The University of Lethbridge** ("the Entity") as at and for the period ended April 30, 2024.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated July 1, 2023, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the

engagement.

- e) providing you with additional information that you may request from us for the purpose of the engagement.
- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern

MISSTATEMENTS:

- 11) The effects of the uncorrected misstatements described in Attachment II are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- 12) We approve the corrected misstatements identified by you during the audit described in Attachment II.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 13) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 14) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

APPROVAL OF FINANCIAL STATEMENTS

- 15) Mr. Alejandro Figueroa, President has the recognized authority to take, and has taken,

responsibility for the financial statements.

Yours very truly,

By: Mr. Alejandro Figueroa, President

By: Mrs. Cheri Pokarney, General Manager

By: Mrs. Nicole Dyck, Accountant

cc: Audit Committee

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Attachment II

Summary of uncorrected misstatements

Method used to evaluate misstatements:

						Impact on financial statement captions - DR(CR)												
#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Statement DR (CR)			Balance Sheet Effect				Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
						Income effect of correcting the balance sheet in prior period	Income effect of current period balance sheet	Income effect (Rollover method)	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities	Investing Activities		Financing Activities	
						DR (CR)												
						\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
1	5290	ADVERTISING (OFFICE)	To record SAM for non-cash rent transactions for the radio and the Melorist.	Factual	24,000	-	24,000	24,000	24,000						(24,000)	-	-	-
	4350-1000	RENTALS/MEETINGS INCOME			(24,000)	-	(24,000)	(24,000)	(24,000)	(24,000)						24,000	-	-
2	2063	HEALTH EXPENSE ACCOUNT	To record SAM for Health Expense Account accruing over allowable amount per policy	Factual	7,502				-	-	-	7,502	-		(7,502)	-	-	-
	5545	OFFICE HEALTH PLAN			(7,502)	-	(7,502)	(7,502)	(7,502)							7,502	-	-
Total uncorrected misstatements (before tax)						-	(7,502)	(7,502)	(7,502)	-	-	7,502	-	-	-	-	-	-
Final financial statement amounts							-	(583,807)	(11,697,129)	3,292,638	9,197,549	(793,058)	-	197,367	(417,962)	(40,000)		-
Percentage of uncorrected misstatements after tax financial statement amounts.							0.00%	1.29%	0.06%	0.00%	0.00%	0.95%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Attachment II

Summary of corrected misstatements

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
							DR (CR)	Income effect	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities		Investing Activities	Financing Activities
							\$	\$	\$	\$	\$	\$	\$	\$		\$	\$
1	1120	ACCOUNTS RECEIVABLES	To adjust accounts receivable per client reconciliation to agree listing to actual balance per client	N/A	(30,000)		-	(30,000)	-	-	-	30,000	-	-	-		
	5310	BAD DEBTS OPERATING			30,000	30,000	30,000					(30,000)	-	-	-		
	1120	ACCOUNTS RECEIVABLES			23,029		-	23,029	-	-	-	(23,029)	-	-	-		
	1055	CASH CLEARING			(23,029)		-	(23,029)	-	-	-	23,029	-	-	-		
Total effect of corrected misstatements						30,000	30,000	(30,000)	-	-	-	-	-	-	-		

Attachment II

Summary of uncorrected misstatements in presentation and disclosures

Description of Audit Misstatement	Resolution
1 Included in cash is amounts held for other U of L groups - CKXU , LPIRG, the Campus Women's Centre and the World University Service of Canada. These amounts total \$112,975 (2023 - \$116,281) and are included in AP. These amounts are funds held on behalf of others but are included as cash and AP.	Uncorrected



Audit committees and cyber security: New threats, new tools and the fundamentals

Audit committees must ensure management has fundamental cyber security in place

By Hartaj Nijjar

Each year organizations become more digitally interconnected and each year, cyber risk evolves. Increasingly, audit committees are being tasked with oversight of cyber risk management and, as a result, they need to keep abreast of new developments. Among these are the increased risk from supply chains, the burgeoning use of AI to both perpetrate and combat attacks and the growing realization that cyber resilience must be more rigorously evaluated and managed.

Nation states and organized crime remain the primary threat actors. In the past year, heightened global geopolitical disruption drove an increase in state-sponsored cyber threats. At the same time, organized criminal activity, which had seen a brief lull, returned as strong as ever with a focus on recruiting corporate insiders in addition to traditional activities like ransomware attacks. Threat actors are also exploiting vulnerabilities in widely used digital products, allowing them to breach multiple organizations at once without a specific target.

Focusing attention on the supply chain

Audit committees are putting supply chain security higher on the agenda in the wake of

several high-profile third-party compromises—where an organization’s environment is breached through a vendor or supplier’s IT systems. As the threat from these attacks intensifies, management can no longer treat them as just one of many points of failure. Instead, they must dig deeper, think creatively to anticipate these breaches and audit committees should evaluate whether the organization is taking sufficient steps to prevent, identify and mitigate them.

To start, management should be developing a comprehensive map of the organization’s supply



Don’t forget the basics. Sophisticated new tools to combat cyber threats are only effective if basic cyber security practices are already in place.

Hartaj Nijjar

Partner, Service Line Leader,
Cybersecurity



To mitigate this, audit committees should ask management about the expected benefits of each instance of AI versus the costs and risks it might introduce. Just because something can be done using AI doesn't always mean it should be done using AI. Audit committees should request external reviews of their organizations' models regularly. They should ask management whether the applications are performing as expected, if they're only using the data they're intended to and what risk controls are being put in place around unintended outcomes.

Organizations applying AI solutions also need a proper foundation across talent, processes and data. This begins with identifying where it makes the most sense to use AI in the business and overlaying where there is enough data with the quality necessary to operationalize it. Ensuring there's executive buy-in is a must since it will require a significant commitment of time and resources.

With any new model adoption, the audit committee will need to take a leadership role in driving conversations with management around cyber security, data privacy and regulatory compliance, and how models will interact with other applications the organization uses. They will want to ensure that potential risks are mitigated through appropriate processes and controls and that the firm is engaging the right talent for AI initiatives.

Most organizations will not build AI solutions from scratch. Instead, they will buy applications that already have AI models built into them. Where this is the case, the audit committee will need to understand the risks introduced by these solutions, the controls put in place by the vendor and how these measure up to the control standards of the organization.

Questions audit committees should be asking:

- Do we know where and how AI is being used in the organization?
- Do we understand the AI models we're using?
- Is the data we're using for the model accurate and complete?
- What risks are being introduced by the AI models we're using?
- What regulations are on the horizon for the use of generative AI?

Human impact is shaping adoption and driving regulation

The most important concern about AI is its impact on people. Although it offers many potential positive implications for humans, AI may also negatively impact such things as privacy, health, economic security and justice. The materiality of these negative impacts will govern the application of AI and its regulation.

The materiality discussion will likely begin around security and privacy. Then, depending on the industry, it will consider the human impact such as changing or eliminating job roles or recommending medical treatments. As these impacts become more material, transparency and documentation will be imperative.

Audit committees will need to ask questions about biases in the models and how processes are being documented. They will also need assurances from management that, at any given time, they can validate that the models are doing what they're supposed to do, that there's no misuse of data and that customers can be confident that the proper measures are in place to ensure there's no downside risk to engaging with the organization.

The materiality of human impact is already shaping which AI applications are being implemented in the enterprise. It's being used most often for batch processes in the back office and for making personalized product or service recommendations because these have a low impact on people, which reduces the potential compliance and regulatory burden that might accompany their growth.

That said, as concerns grow about human impact, regulation is likely to accelerate progress in the commercial use of AI—which seems counterintuitive. Generally, regulation is seen as an inhibitor of innovation or adoption. However, AI regulatory oversight will help companies build trust and confidence with the public and allow greater use of AI by the company. Regulated organizations will be able to assure the public that they have a risk management framework in place that is tracked and validated by third parties.

Regulations will ramp up quickly as AI produces more material impacts for people. The Canadian government has recently issued draft guidelines that some organizations have adopted voluntarily and discussions are taking place within industries such as healthcare as to what certification would look like ^[1]. These regulations will surely change and evolve before becoming mandatory for anyone using materially impactful models. Still, audit committees should get ahead and prepare their organizations for what's to come.

We will think differently about IP

One concern about generative AI is that it's using data that some consider proprietary intellectual property (IP) through data gathering techniques such as scraping the internet. There's also concern about which databases and even personal information may become accessible. However, we've seen with mobile phones that if people are getting benefits, they're less concerned with what happens to their data. The same is likely to occur with organizations and their IP.

The way we view IP will change. From the Industrial Revolution to today, we've been an economy of specialists. We're now seeing a shift where specialization has less value—because computers have access to all data all the time and can synthesize

[1] "Minister Champagne launches voluntary code of conduct relating to advanced generative AI systems," Montreal, September 27, 2023, <https://www.canada.ca/en/innovation-science-economic-development/news/2023/09/minister-champagne-launches-voluntary-code-of-conduct-relating-to-advanced-generative-ai-systems.html>

it at incomprehensible speeds. As a result, IP will be centred more around the architecture of systems of people, processes and technology, and bringing these together to reach desired outcomes. As this happens, data will become more democratized with more sharing of what we consider IP today.

This democratization of IP will have implications for almost all aspects of the business, from processes to talent and even the makeup of the audit committee itself. While it's not imminent, audit committees must watch for changes in how information is treated and assess the implications for controls, processes, data and reporting.

The assurance expertise of audit committees will initially allow them to provide valuable oversight of AI without needing in-depth knowledge of it. They will want to ask management about the nature and magnitude of risks being introduced through the AI applications being used, as well as cyber security, data integrity and quality, and the costs and benefits of using AI tools. They may wish to consult outside experts if deeper technical insight is required. As AI adoption grows, their own expertise will grow but they may need upskilling or committees will have to recruit new members with specialized AI knowledge.

As a starting point, audit committees should begin requesting a "corporate report on AI" detailing the integration, use and impact of artificial intelligence within the organization. It should scrutinize the alignment of AI with corporate strategy, evaluate risk management pertaining to AI applications, and assess the ethical implications and compliance with relevant regulations. It should meticulously review AI initiatives, their efficacy and ROI and offer strategic recommendations for enhancing operational efficiency and competitive advantage. This report will facilitate informed decision-making and ensure the responsible and optimal deployment of AI, paramount for sustaining corporate integrity, mitigating risks, and fostering innovation.

Applying AI tools to the enterprise brings complexities and risks. Audit committees bring valuable oversight and guidance to this technological evolution through their understanding of risk and assurance.

Contact us

Andrew Forde
Partner, Technology Strategy,
and Digital Transformation
KPMG in Canada
416-468-6968
andrewforde@kpmg.ca

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavor to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

kpmg.com/ca/privateenterprise

Cover the basics

Although cyber threats are becoming more sophisticated, basic cyber security principles are still instrumental in securing an organization. It's crucial to have solid foundational security controls such as vulnerability management, configuration and compliance monitoring and good governance in place. Yet, many organizations don't have these fully covered. For instance, some still have difficulty managing timely security patches. Audit committees should question management on whether the organization has the base requirements in place for a sound cybersecurity environment.

Audit committees are increasingly being called upon to take a lead role in overseeing cyber security. To do so effectively, they must build their own cyber skillset and challenge management to understand the new avenues threat actors can take and the new tools for combatting them. They must also be sure that basic cyber security practices remain the foundation upon which new tools and techniques are applied.

Contact us

Hartaj Nijjar

Partner, Service Line Leader,
Cybersecurity
KPMG in Canada
416-228-7007
hnijjar@kpmg.ca

THE STUDENTS' UNION, THE UNIVERSITY OF LETHBRIDGE
4401 UNIVERSITY DRIVE

LETHBRIDGE, ALBERTA T1K 3M4

KPMG LLP
3410 Fairway Plaza Road South
Lethbridge, AB T1K 7T5
Canada

December 8, 2025

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of **The Students' Union, The University of Lethbridge** ("the Entity") as at and for the period ended April 30, 2024.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated July 1, 2023, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.

- e) providing you with additional information that you may request from us for the purpose of the engagement.
- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern

MISSTATEMENTS:

- 11) The effects of the uncorrected misstatements described in Attachment II are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- 12) We approve the corrected misstatements identified by you during the audit described in Attachment II.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 13) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 14) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

APPROVAL OF FINANCIAL STATEMENTS

- 15) Mr. Alejandro Figueroa, President has the recognized authority to take, and has taken, responsibility for the financial statements.

Yours very truly,

By: Mr. Alejandro Figueroa, President

By: Mrs. Cheri Pokarney, General Manager

By: Mrs. Nicole Dyck, Accountant

cc: Audit Committee

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Attachment II

Summary of uncorrected misstatements

Method used to evaluate misstatements:

						Impact on financial statement captions - DR(CR)												
#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Statement DR (CR)			Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)	
						Income effect of correcting the balance sheet in prior period	Income effect of current period balance sheet	Income effect (Rollover method)	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities	Investing Activities	Financing Activities		
						DR (CR)												
						\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
1	5290	ADVERTISING (OFFICE)	To record SAM for non-cash rent transactions for the radio and the Melorist.	Factual	24,000	-	24,000	24,000	24,000						(24,000)	-	-	-
	4350-1000	RENTALS/MEETINGS INCOME			(24,000)	-	(24,000)	(24,000)	(24,000)	(24,000)						24,000	-	-
2	2063	HEALTH EXPENSE ACCOUNT	To record SAM for Health Expense Account accruing over allowable amount per policy	Factual	7,502				-	-	-	7,502	-	(7,502)	-	-	-	
	5545	OFFICE HEALTH PLAN			(7,502)	-	(7,502)	(7,502)	(7,502)							7,502	-	-
Total uncorrected misstatements (before tax)						-	(7,502)	(7,502)	(7,502)	-	-	7,502	-	-	-	-	-	-
Final financial statement amounts							-	(583,807)	(11,697,129)	3,292,638	9,197,549	(793,058)	-	197,367	(417,962)	(40,000)	-	-
Percentage of uncorrected misstatements after tax financial statement amounts.							0.00%	1.29%	0.06%	0.00%	0.00%	0.95%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Attachment II

Summary of corrected misstatements

#	Account #	Account Name	Description/ Identified During	Error Type	Amount	Income Effect DR (CR)	Balance Sheet Effect					Cash Flow Effect			Statement of Comprehen sive Income - Debit (Credit)		
							DR (CR)	Income effect	Equity at period end	Current Assets	Non- Current Assets	Current Liabilities	Non- Current Liabilities	Operating Activities		Investing Activities	Financing Activities
							\$	\$	\$	\$	\$	\$	\$	\$		\$	\$
1	1120	ACCOUNTS RECEIVABLES	To adjust accounts receivable per client reconciliation to agree listing to actual balance per client	N/A	(30,000)		-	(30,000)	-	-	-	30,000	-	-	-		
	5310	BAD DEBTS OPERATING			30,000	30,000	30,000					(30,000)	-	-	-		
	1120	ACCOUNTS RECEIVABLES			23,029		-	23,029	-	-	-	(23,029)	-	-	-		
	1055	CASH CLEARING			(23,029)		-	(23,029)	-	-	-	23,029	-	-	-		
Total effect of corrected misstatements						30,000	30,000	(30,000)	-	-	-	-	-	-	-		

Attachment II

Summary of uncorrected misstatements in presentation and disclosures

Description of Audit Misstatement	Resolution
1 Included in cash is amounts held for other U of L groups - CKXU , LPIRG, the Campus Women's Centre and the World University Service of Canada. These amounts total \$112,975 (2023 - \$116,281) and are included in AP. These amounts are funds held on behalf of others but are included as cash and AP.	Uncorrected